

SECTION C-1

CIVIL ENGINEERING/SERVICES

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(The latest contracts will be used)

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GENERAL

CIVIL ENGINEERING/SERVICES

1.1 Scope of Work

1.1.1 The Contractor shall provide all personnel, supervision, services, equipment, tools and other items not supplied by the Government to support the Goodfellow AFB mission as specified in this contract.

1.1.2 As a minimum, all Air Force and other Government regulations referenced in this contract are to be used as guidance by the Contractor in the performance of the services required. Government regulations and directives or portions thereof which the Contractor must strictly follow in the performance of services will be clearly identified in the applicable sections of the contract.

1.2 Personnel

1.2.1 The Contractor shall provide an on-site contract manager or alternate(s) physically present during normal working hours. This individual shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Government. The contract manager or alternate(s) shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contractor shall furnish in writing to the Contracting Officer (CO) the names and phone numbers of the contract manager and all Contractor management and supervisory personnel not later than the contract preperformance conference. The CO shall be notified in writing within 24 hours whenever changes are made. The Contractor shall submit resumes substantiating the qualifications of personnel selected for these positions.

1.2.1.1 The contract manager or alternate shall be available during normal duty hours within 30 minutes after notification to meet on the installation with Government personnel designated by the contracting officer to discuss problem areas. After normal duty hours the manager or designated alternate shall be available within one (1) hour.

1.2.2 Employees. The Contractor shall not utilize the services of any person in the performance of this contract whose presence or action(s) endangers the health, life, safety or security of Air Force personnel or property.

1.2.2.1 Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company, or by wearing appropriate badges which contain the company name and employee name.

1.2.2.2 Uniforms. The Contractor shall provide Services Customer Service Representatives matching uniforms; color and type to be approved by the CO prior to contract start date. Changes in uniform style/color must have prior approval of the CO.

1.2.3 The Contractor shall not employ any person who is an employee of the United States Government (either military or civilian) if the employment of that person would create a conflict of interest or the appearance of a conflict of interest as prescribed in Executive Order 11222, dated May 9, 1965, DOD Directive 5500.7, dated May 6, 1987, AF Regulation 30-30, dated May 26, 1989, and AF Regulation 40-735, dated May 19, 1978, as amended.

1.2.3.1 Notwithstanding the apparent absence of a conflict of interest, the Contractor shall not employ any person who is an employee of the Department of the Air Force (either military or civilian) unless such person has received approval in accordance with AFR 30-30.

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1.2.3.2. The Contractor shall not employ any person who is an employee of the Department of the Air Force (either military or civilian) unless such person has received approval in accordance with AFR 30-30 and/or if such employment would be contrary to the policies contained in AFR 79-1, dated July 1, 1985.

1.2.3.3 The Contractor shall not employ any person who is a spouse or dependent child of a Department of the Air Force employee (either military or civilian) when such Air Force employee would be placed in a conflict of interest or appearance of a conflict of interest by virtue of such employment.

1.2.3.4 The Contractor acknowledges that off-duty employment of active duty military personnel may interfere with the Contractor's ability to perform because such personnel are subject to changes in military duty hours, deployment, temporary duty travel, and permanent change of station orders. The abrupt absence of these personnel shall not constitute an excuse for nonperformance under this contract.

1.2.4 Training. Contractor employees are eligible to enroll in ECI courses and participate in specialized Air Force training courses requiring TDY when it is a Government requirement as determined by the Contracting Officer (CO). Such training will be provided in accordance with criteria of AFR 50-5. The Government will fund actual training cost, per diem, and travel at Government rates IAW Joint Travel Regulations (JTR). The Contractor shall be required to repay the Government for costs should the employee(s) fail to successfully complete the training.

1.2.4.1 To ensure that Contractor employees retain suitable and adequate qualifications, key personnel shall be afforded training as above for such things as seminars, workshops, and/or educational courses. The Contractor should be prepared to allow training to those persons requiring such training, in addition to those specified in the functional areas Statement of Work.

1.2.4.2 Contractor Training Plan. The Contractor shall formulate and submit a comprehensive Training/Qualification/Certification Plan for its employees. This plan shall include, as a minimum: 1) A detailed description of how the Contractor will establish and ensure a fully qualified work force throughout the life of the contract. 2) Specific milestones, frequencies, and/or intervals as to when any training, qualification, or certification will occur. 3) Specific methods and procedures as to how the training, qualification, or certification will be accomplished to include Plans of Instruction (POIs). 4) Specific areas in which the training, qualification, or certification will be accomplished. 5) The extent or level to which the training, qualification, or certification will be accomplished. 6) The anticipated number and position of those personnel that will require training, qualification, or certification. 7) The number and position of those personnel that will conduct training, qualification, and certification. The Contractor shall submit three (3) copies of the Training/Qualification/Certification Plan to the CO not later than the preperformance conference, and upon revision, for acceptance/rejection by the Government. The Contractor shall not deviate from the approved plan without the written consent of the CO.

1.2.4.3 The Contractor agrees to indemnify and hold the United States harmless, whether in tort or in contract, for any and all loss or liability for injury to or death of Contractor personnel in transit to or from or during the period of attendance at any training or school provided by the United States, whether such training or schooling is provided for under contract with or by the United States. This indemnification and hold-harmless agreement shall apply whether or not the training or school is provided for under contract between the parties to this agreement.

1.2.4.4 The Contractor shall ensure contractor representation at all mandatory conferences and workshops as deemed necessary by the Functional Area Chief (FAC).

1.2.4.5 The Contractor shall submit resumes NLT the preperformance conference substantiating the qualifications of all persons selected for supervisor positions and those reflected as mandatory.

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1.2.4.6 The WIMS/SIMS automated information systems are mandatory systems to record engineering workload data collection, man-hour reporting, lodging data, etc., and shall be used by Contractor personnel. Information within these systems shall be kept current. The Government will provide Work Information Management System (WIMS)/Services Information Management System (SIMS) training to the initial cadre of Contractor employees as applicable for the execution of their duties. Contractor personnel hired during the duration will be trained by the existing Contractor personnel.

1.2.5 Personnel Qualifications:

1.2.5.1 The contract manager, alternate(s) and supervisory personnel must be able to read, write, speak and understand English.

1.2.5.2 Lodging Manager (mandatory):

1.2.5.2.1 Job Knowledge and Experience. A minimum of three (3) years experience in a supervisory status in lodging or hotel management is mandatory.

1.2.5.2.2 Security Clearance. Shall be able to obtain a Secret security clearance if FAC determines a requirement exists.

1.2.5.3 Lodging Customer Service Representative/Accountant:

1.2.5.3.1 Job Knowledge and Experience. Six (6) months experience as a lodging or hotel desk clerk is desired. Must be qualified for a position of trust and must be able to read, write, speak and understand English.

1.2.5.3.2 All persons working behind the desk must be at least 21 years old. Personnel shall be attired in matching uniforms. Approval of the uniforms shall be made by the CO prior to the contract start date.

1.2.5.4 Linen Exchange Supervisor.

1.2.5.4.1 Experience: Two (2) years experience in a similar function, one (1) year of supervisory experience is desirable.

1.2.5.5. RESERVED

1.2.5.6. RESERVED

1.2.5.7 Civil Engineering :

1.2.5.7.1 The Contractor shall, without additional effort by the Government, be responsible for obtaining any necessary licenses and permits, giving all notices, and complying with any applicable Federal, State, and municipal laws, codes, and regulations in connection with the services covered by the contract. As a minimum, each of the following crafts require at least one individual to be licensed by the State of Texas: Plumbing, Electrician, HVAC, and at least one individual maintaining a Class C water license and one with a Class C license for waste water.

1.2.5.7.2 A certification of competence is required for welders, pesticide and herbicide applicators, and hazardous materials handlers.

1.2.5.7.3 All individuals operating motor vehicles shall be required to possess an appropriate valid state drivers license.

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1.3 Quality Control

1.3.1 The Contractor shall provide and maintain a quality control (QC) program by functional area which shall assure that all services and supplies submitted to the Government for acceptance conform to contract requirements. The Contractor shall perform all inspections and verifications necessary to substantiate conformance and shall also perform all inspections otherwise required.

1.3.2 A quality control plan by functional area (Civil Engineering/Services) shall be developed, implemented and maintained which describes the Contractor's approach and policies pertaining to quality control, applicable procedures, QC organization, method for accomplishing corrective actions and documentation. The written procedures shall be effective, economical and planned/developed in consonance with the overall effort required in contract performance. Compliance with specific quality control plan requirements addressed by the functional areas' statement of work is required.

1.3.3 The Contractor shall submit two copies of a detailed quality control plan describing the Contractor's quality control program to the Contracting Officer for acceptance NLT 30 days after conditional award. The Contractor shall provide an updated copy to the CO upon the contract start date and as changes occur.

1.3.4 The Contractor shall maintain written records of all inspections which shall be available for review by the Quality Assurance Evaluators (QAE) and/or Contracting Officers, with copies furnished on request.

1.3.5 The program shall be designed to promptly detect and correct assignable conditions adversely affecting quality and shall identify:

- The extent and cause of nonconformance
- The requirement for analysis of adverse trends
- Methods of introduction of required improvements and corrections, including initial review of the adequacy of such measures and monitoring of continuing effectiveness.

1.3.6 Government verification inspections of services shall not constitute acceptance, nor replace the Contractor inspection or in any way relieve the Contractor of any responsibility to take all actions necessary to assure highest quality of service rendered.

1.4 Quality Assurance. The Government will evaluate the Contractor's performance under this contract IAW the Inspection of Services clause. All surveillance observations will be recorded by the Government. When an observation indicates defective performance, the QAE will request the Contractor's representative to initial the observation.

1.4.1 Performance Evaluation Meetings. The contract manager or designated representative may be required to meet at least weekly with the QAE and the contracting officer during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. However, if the Contractor requests, a meeting will be held whenever a Contract Discrepancy Report is issued. The written minutes of these meetings shall be signed by the representative of the Contractor, contracting officer, and QAE. Should the Contractor not concur with the minutes, the Contractor shall so state any areas of nonconcurrence in writing to the contracting officer within 10 calendar days of receipt of the signed minutes.

1.4.2 Customer Comments. The Contractor shall encourage customer comments and participate in surveys. The Contractor shall respond to inquiries and complaints promptly.

1.4.2.1 Quality Indicator Customer Satisfaction Surveys shall be compiled and forwarded to the QAE.

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1.4.3 Authorized Observers. The Government occasionally authorizes personnel, other than QAEs and contract administrators, to observe Contractor operations. These personnel may not interfere with Contractor performance.

1.5 Physical Security

1.5.1 The Contractor shall enter into and sign a Long Term Visitor Group Security Agreement. This agreement outlines how the Contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operation on the installation. This agreement will include:

1.5.1.1 Security actions performed by the Air Force for the Contractor. These actions include providing the following: security containers for storage of classified information; use of base classified destruction facilities; use of base classified reproduction facilities; security forms; security inspections which are required by DOD 5200.22-R/AFR 205-4; use of installation mail services (for classified, unclassified sensitive, and unclassified official mail).

1.5.1.2 Security actions requiring joint Air Force and Contractor participation include packaging of classified information, investigation of security incidents, implementation of emergency protection of classified information/material, end of day security checks, and internal controls for protection of classified information and high value pilferable property.

1.5.2 On base, the Long Term Visitor Group Security Agreement may take the place of a Standard Practice Procedure (SPP).

1.5.3 The Contractor must possess or obtain a TOP SECRET Facility Clearance. If the Contractor does not possess a TOP SECRET Facility Clearance, the Government will request the Facility Clearance. The Contractor shall apply for Personnel Security Clearances within 14 days after award of the contract if the Contractor already possesses a Facility Clearance. The Government conducts and assumes cost of conducting Personnel Security Investigations for security clearances. The Contractor shall request Personnel Security Clearances for employees requiring access to classified information within 14 days after receipt of Facility Clearance or within 14 days after contract award. The Contractor must notify the servicing security police organization at each operating location 30 days before on base performance of the Contractor. The notification must include the following information:

1.5.3.1 Name, address, and telephone number of company representatives.

1.5.3.2 The contract number and contracting agency.

1.5.3.3 The highest level of classified information which contract employees require access.

1.5.3.4 The location(s) of contract performance and future performance, if known.

1.5.3.5 The date contract performance begins.

1.5.3.6 Any change to information previously provided under this clause.

1.5.4 The Contractor ensures each employee obtains the following pass and identification items as applicable for Contractor personnel and non-Government owned vehicles. These forms are issued by the Security Police Pass and Identification office located in Bldg 308.

1.5.4.1 DD Form 1172, Application For Civilian Identification Card.

1.5.4.2 AETC Form 58, Civilian Identification Card.

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1.5.4.3 AF Form 2219 (Series), Registered Vehicle Expiration.

1.5.4.4 DD Form 2220, DOD Registered Vehicle and Installation Tab.

1.5.4.5 AF Form 1201 or AF Form 1202, USAF Controlled Area Badge.

1.5.4.6 AF Form 1199 (Series), USAF Restricted Area Badge.

1.5.5 The Contractor shall maintain a current listing of employees. The list includes employee names, social security numbers, and security clearance levels. The list is provided to the contracting officer and servicing security police organization at the contract start date. Updated listings shall be provided upon change of employees.

1.5.6 The Contractor appoints a Security Manager for the on base long term visitor group. The Security Manager may be a full time position or an additional duty position. The Security Manager provides employees training required by DOD 5200.1-R/AFR 205-1, Chapter 10. The Contractor provides initial and follow-on training to Contractor personnel who work in Controlled Areas and Restricted Areas. Controlled Area and Resource Protection training will be conducted IAW AFR 207-1(C), as supplemented.

1.5.7 The servicing security police organization processes National Agency Checks (NAC) for Contractor employees who require access to restricted areas or have access to sensitive information/equipment. The Contractor will request a waiver through the servicing police organization to process employees for a NAC that require access to restricted areas and who do not already have an investigation.

1.5.8 Physical Security. The Contractor shall safeguard all Government property, including controlled forms provided for Contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.

1.5.9 The Contractor shall develop an Operating Instruction (OI) for internal circulation control, protection of resources, and to regulate entry into Controlled Areas during normal, simulated and emergency operations. The OI shall be written IAW AFR 125-37, OPLAN 125-37 and coordinated with the servicing Security Police Office.

1.5.10 Key Control. The Contractor shall establish and implement key control procedures in the Quality Control Plan to ensure keys issued to Contractor employees are properly safeguarded and not used by unauthorized personnel. The Contractor shall not duplicate keys issued by the Government to CE Operations contractor employees without approval from the QAE.

1.5.11 The Contractor shall report lost, stolen, or unauthorized duplicated keys to the QAE within 1 hour of discovery. The CE Operations contractor replaces affected lock(s) or performs rekeying. The total cost of rekeying or lock replacement shall be deducted from the monthly payment due the Contractor.

1.5.12 The Contractor is responsible to ensure Contractor employees do not allow their Government issued keys to be used by persons other than Contractor employees. The Contractor is responsible for ensuring Contractor employees do not open locked areas to permit entrance of personnel other than those authorized in the performance of assigned work in those areas.

1.5.13 Lock Combinations. The Contractor OIs shall establish procedures ensuring lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. The Contractor is not authorized to record lock combinations without written approval from the project manager. Authorized written combinations to containers or Secure Storage Rooms that store classified information/material shall be marked and stored at the same classification level as the information/material stored within the safe or SSR.

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1.5.14 Traffic Laws. The Contractor and employees shall comply with all base traffic regulations.

1.6 Hours of Operation. Operating hours generally will meet the mission requirements. Specific requirements found elsewhere in this contract will override the following hours of operation for those areas.

1.6.1. Services. Services operates Monday through Friday from 0730 to 1630 hours with the exception of Lodging which operates 24 hours per day, seven days per week.

1.6.2 Civil Engineering. Civil Engineering operates Monday thru Friday, except Federal holidays, from 0730 to 1630 hours.

1.6.3 Federal Holidays. The following is a list of Federal Holidays observed by this installation

New Year's Day, January 1
Martin Luther King's Birthday, 3rd Monday in January
President's Day, 3rd Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, First Monday in September
Columbus Day, 2nd Monday in October
Veterans Day, November 11
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25

1.7 Conservation of Utilities. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include but is not limited to:

1.7.1. Lights shall be used only in areas where and when work is actually being performed.

1.7.2. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall be set and maintained IAW AFR 18-1.

1.7.3. Water faucets or valves shall be turned off after the required usage has been accomplished.

1.8 Contractor Regulations.

1.8.1 All work performed by the Contractor shall be accomplished in accordance with the instructions, standards and procedures contained in applicable technical orders. The Contractor shall also comply with all mandatory regulations, or applicable portions thereof, as specified herein. The Contractor shall follow the intent of directives listed as being for guidance.

1.8.2 When changes are made to "guidance-type" directives, the Contractor will review the changes to assure he is obtaining end results intended by the contents of the changed directives. Where the Contractor is permitted to use AF or other Government directives as guidance rather than for mandatory compliance in the performance of this contract, the Contractor shall be governed by the intended effect or product contemplated by the regulations or directives referenced.

1.8.3 The CO in coordination with the applicable QAE will monitor the Contractor's compliance with AF and other Government directives that are used as guides. If the CO, in coordination with the applicable QAE, determines that the Contractor has deviated significantly from those directives to be used as guides, the CO will request the Contractor initiate and keep current a published manual of Contractor regulations which will

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specifically delineate the Contractor's responsibilities and actions. All of the above Contractor regulations will be submitted to the CO for approval.

1.8.4 If deemed necessary by the CO, approval can be withdrawn for all or parts of a regulation if the intended end product is not being attained using the procedures in the regulation.

1.8.5 Approved Contractor regulations will be the basis for inspection and surveillance of those areas where there are no mandatory Government regulations and/or directives which the Contractor must strictly follow in the performance of required services. The intended effect or product contemplated by applicable AF and other Government directives shall be the basis for inspection and surveillance of areas where Contractor regulations have not been issued and approved.

1.8.6 The Government will have full and unlimited rights in the Contractor regulations. The Contractor's administration policies such as leave, cost of living increases and payment of debts will not require CO approval unless the issuance of such a regulation would create an actual or anticipated contract cost increase. A disagreement between the parties hereto on wording or approval of a Contractor regulation shall constitute a "dispute" within the meaning of that term as set forth in the clause contained in the contract clauses entitled "Disputes" and disposition will be made accordingly. All maintenance not covered by the directives listed herein will be governed by best commercial and industrial practices and that prime manufacturer's commercial data which applies to each subsystem.

1.8.7 The terms and conditions of this contract shall take precedence in the event of a conflict between the contract and the Contractor's regulations.

1.9 Medical Emergency. In the event of a severe emergency, the base clinic will respond and transport, if necessary, a Contractor employee to one of the local hospitals. The Contractor shall reimburse the Government for these services.

1.10 Records, Files, Documents and Work Papers. All records, files, documents, and working papers provided by the Government and/or generated for the Government in performance of this contract become and remain Government property, and will be maintained and disposed of in accordance with AFR 12-20 and AFR 12-50, Vol I and II, and all other pertinent directives, as supplemented, through direction of the base records manager.

1.11 Standard of Sanitation and Cleanliness. Facilities listed in TE 5a1 and 5b1 shall be maintained in a clean and orderly manner by the Contractor.

1.12 Safety and Accident Prevention.

1.12.1 The Contractor shall formulate and submit, prior to the preperformance conference, a written safety and health plan for approval by the Government. The written plan shall include the details of the Contractor's safety organization, responsibilities, method of program implementation, and how deficiencies will be identified and corrected. It will detail employee's responsibilities for: protection of Government property and safety of others, employee's responsibilities for reporting all mishaps, and establish procedures for reporting or correcting unsafe conditions, hazards or practices. The plan shall also contain mishap notification and reporting procedures. The Contractor shall have a central point of contact for safety and health related issues. The point of contact will be identified in writing to the CO.

1.12.2 In performing work under this contract on premises which are under the direct control of the US Air Force and/or the US Government, the Contractor shall comply with AFOSH standards, program elements of AFRs 127-2, 127-12, 161-33 and explosive standards in AFR 127-100 as supplemented, including other safety and health requirements cited elsewhere in the contract for the protection of Government personnel, facilities and equipment. The Contractor further agrees to take such additional precautions as the CO may reasonably require to prevent

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accidents and damage to US Government property, facilities, and equipment, or injury to Government employees. Nothing in this contract shall be construed to relieve the Contractor of the requirements of the Williams-Steiger Occupational Safety and Health Act of 1970.

1.12.3 Contractor responsibilities. The Contractor shall:

1.12.3.1 Ensure employee compliance with USAF safety standards for the protection of Government personnel, equipment or facilities.

1.12.3.2 The Contractor shall comply with all Federal, State, Local and Air Force environmental laws, policies, and regulations to include but not limited to Resource Conservation and Recovery Act (RCRA), Safe Water Drinking Act (SWDA), the Clean Air Act (CAA), and Federal Facilities Compliance Act (FFCA).

1.12.3.3 Provide data collection support to the local USAF Safety Office as required for the preparation of all reports required for submission to higher headquarters.

1.12.3.4 Ensure employees have adequate safety education when engaged in activities involving Government facilities, personnel, or equipment.

1.12.3.5 Immediately notify USAF safety personnel of all accident/incidents involving employee use of and/or damage/injury to Government facilities, equipment or personnel.

1.12.3.6 The Contractor shall maintain, complete, and submit the records and reports as specified in TE-4.

1.12.3.7 Contractor Environmental Plan. The contractor shall provide a complete environmental plan to assure compliance with all environmental statutes and regulations. One copy of the plan shall be provided to the Contracting Officer (CO) at the preperformance conference and as changes occur. The plan shall be audited to assure compliance with timely changes to, and distribution of all formalized changes to the plan. The plan shall include but not be limited to, asbestos removal, transportation, disposal and training; lead based paint management; and training for personnel.

1.12.3.8 Ensure proper collection and turn in of toxic, hazardous or special wastes and materials are IAW current Air Force regulations, directives, policy letters; and Federal, State and Local environmental rules and regulations.

1.12.3.8.1 The Contractor shall identify, in writing to the CO, a POC for all environmental issues by start of contract. Submit changes in writing to the CO as they occur.

1.12.3.8.2 The Contractor shall identify, in writing to the CO, primary and alternate POCs for satellite accumulation points by start of contract. Submit changes in writing to the CO as they occur.

1.12.3.9 Reimburse the Government for any criminal or civil fines or penalties for environmental infractions caused by the Contractor.

1.13 Goodfellow Emergency Plans.

1.13.1 The Contractor shall support all tasks outlined in AFR 28-3, AETCR 28-3, AFR 28-4 as supplemented, AFM 28-740, Vol 1 and 2, 17 TRWR55-1, AETCR 55-11, AFR 55-14, AFR 55-30, AFR 125-37 as supplemented, AFR 208-1 as supplemented, AFR 355-1 as supplemented, 17 TRWR355-1, AETC War Mobilization Plan (WMP), Goodfellow WMP, Goodfellow Conus Base Use Plan (CBUP), Goodfellow Energy Plan, Goodfellow Change of Command Plan, Goodfellow Mobility Plan, Goodfellow OPlans: 28-5, 125-37, 205, 355-1, 702, 705, 801, 851YR, Hazardous Waste Management Plan, and any future OPlans developed in support of Goodfellow AFB.

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1.13.2 The ID cards issued will permit Contractor personnel access to Goodfellow AFB to perform key position duties required under the contract. The Contractor shall identify, in writing to the CO, key personnel by position, as soon as possible, after the start date of the contract.

1.13.3. The Contractor shall identify Key positions and determine whether or not incumbents have military recall status, i.e., members of the Ready Reserve, Standby Reserve, and military retirees under age 60 and not retired for disability. Unless otherwise provided, the contracting officer requests that the Mobilization Planning Committee approve action to remove the incumbents of such positions from military recall status. Contractors also identify employees who may perform the duties of key positions on a temporary basis during an emergency.

1.13.4. The Contractor shall notify all Key position incumbents and or candidates of the requirement to perform their duties in an emergency. They must also notify incumbents and candidates subject to military recall of the requirement to remove them from military recall status if they meet the conditions for such removal under paragraph 1.13.5. below.

1.13.5. Strike, Natural Disaster, and Reservist Mobilization Contingency Plans. The Contractor shall follow the strike, Natural disaster, and reservist mobilization contingency plans as proposed in the technical proposal and negotiated in the contract. As these plans have been accepted by the Contracting Officer by award of this contract, any changes considered necessary to the plans after award, shall be approved by the CO prior to making the change. The Contractor shall review and update these plans as required but not less than annually and submit changes, if any, to the CO for review and approval.

1.13.6. The Contractor shall keep current all records that relate to the employee "key" program.

1.14. Contractor changeover. The Government reserves the right to conduct site visits to all Contractor operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor will cooperate to the extent required to include training and access to files to permit an orderly changeover to the successor Contractor. With regard to the successor Contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

1.15. Non-Appropriated Fund (NAF) Workload. That workload in Subsection C-1-5b identified by an asterisk (*) is NAF workload. This workload is identified to aid in preparing the bid. All NAF duties in the SOW must be bid as a separate bid item as outlined in the Schedule of Bids.

SUBSECTION C-1-2

CIVIL ENGINEERING/SERVICES

DEFINITIONS

2. GENERAL. In this section both definitions and acronyms are included. In the first paragraphs commonly used words and phrases are defined. Additional technical definitions are included in some functional areas' specific duties also. Lists of definitions are also found in functional areas' publications and directives.

2.1 Standard Definitions:

2.1.1 Appropriated Funds: Funds appropriated by public law.

2.1.2 Capitalization: Term used to describe any change to value/volume of real property assets.

2.1.3 Contracting Officer (CO): A person with authority to enter into, administer and/or terminate contracts and make determinations and findings.

2.1.4 Contractor: The individual or company responsible for performing the duties and responsibilities of the Statement of Work.

2.1.5 Functional Area Chief (FAC): The commander or functional director of the organization having responsibility for the actual performance by the Contractor of a given service.

2.1.6 Government Furnished Property (GFP): Facilities, equipment, tools, supplies, or any other items furnished for the Contractor's use by the Government.

2.1.7 Non-Appropriated Funds: Revenue generated or received by Non-Appropriated Instrumentalities from sources other than congressional appropriations. Funds are dispersed by the Non-Appropriated Fund Financial Management Officer (NAFFMO).

2.1.8 Quality Assurance (QA): Actions taken by the Government to assure services meet the requirements of the Statement of Work.

2.1.9 Quality Assurance Evaluator (QAE): A Government employee responsible for the surveillance of the Contractor's performance.

2.1.10 Quality Control (QC): Actions taken by a Contractor to control and ensure the production and quality of services to meet the requirements of the Statement of Work. References in Government publications to QA shall be interpreted as meaning QC for purposes of this contract.

2.1.11 Quality Indicator: A benchmark used to measure the success of a specific program.

2.1.12 Work Request: A request, either verbal or written (AF Form 332) made to Civil Engineering for maintenance, construction of new facilities, or additions or changes to current facilities. These requests are coordinated as prescribed by local policies.

2.2. CIVIL ENGINEERING SPECIFIC DEFINITIONS:

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- 2.2.1. Direct Scheduled Work Order. A fast way to authorize work that does not require detailed planning. The system includes emergency, urgent and routine work. Described in C-5.3.4. Examples in TE-8a.
- 2.2.2. Equipment Authorization Inventory Data (EAID). Organizational equipment reflected in the Equipment Authorization Inventory Data as delineated in AFM 67-1, Vol 4, and other technical operating equipment of the using organization, such as communication and electronic, technical, medical, commissary, cryptographic, automatic data processing, rental equipment, etc.
- 2.2.3. Facility Board: A committee composed of senior base personnel that approves or disapproves all major facility actions.
- 2.2.4. Hot Line. A program operated by the Wing Commander allowing anyone to phone and ask a question or address an area of concern. The base office responsible for the area is then tasked to provide an answer.
- 2.2.5. Infrastructure. Items that support the base facilities. These include, but are not limited to water mains, gas mains, roads, etc.
- 2.2.6. In-Service Work Plan (IWP). This plan is used to time-phase work to be accomplished by the Operations Function. It is used as an aid in making and keeping commitments to customers and to allocate hours for various types of work. The AF Form 919, BCE In-Service Work Plan Sheet, and/or the IWP add/update in WIMS, shows how hours are allocated for work to be done in the current and first future months.
- 2.2.7. Maintenance: Day to day upkeep required to prevent deterioration.
- 2.2.8. Real Property: Lands and interest therein, leaseholds, buildings, structures, and improvements thereto. This includes articles that, after affixed to the realty, become part of it.
- 2.2.9. Repairs: Service which fixes an item which is broken.
- 2.2.10. Restricted Area. Those areas designated by the Commander that require control of personnel for security reasons and/or equipment for protection of personnel and property.
- 2.2.11. MEANS. This is an industry accepted estimating method named for the R.S. MEANS Company.
- 2.2.12. Minor Painting. Less than 200 sq ft per job. Used for painting repairs made by in-house personnel. Also includes taping and floating as well as surface preparation. Major painting (areas greater than 200 sq ft) will be accomplished by the Government.
- 2.2.13. Production Control. An area established as a focal point for work control.
- 2.2.14. Real Property Installed Equipment (RPIE). Those items of Government-owned or leased accessory equipment, apparatus and fixtures which aid in the function of the real property and are permanently attached to, integrated into, built in or on Government-owned or leased property.
- 2.2.15. Real Property Similar Equipment (RPSE). Equipment that is installed but is not an integral part of a facility such as uninterrupted power supply (UPS), power filters, security alarms, etc.
- 2.2.16. Recurring Work Program (RWP). An automated system of scheduled maintenance to maximize equipment lifetime and prevent breakdowns.
- 2.2.17. Sensitive Compartmented Information Facility (SCIF). This is a controlled or restricted area. Entrance is gained when an individual is properly badged or is escorted into the area.

SUBSECTION C-1

2.2.18. Shop Stock. Small items kept in the shop such as nuts and bolts. Items are usually a broken lot (i.e. open box of washers when unit of issue is box).

2.2.19. Store Stock. Supply items used for day to day maintenance and repair. Sufficient supply of items is kept on hand at all times in warehouse.

2.2.20. Unoccupied Military Family Housing Units. Those homes identified by work order that do not have a military family in residence.

2.2.21. Work Order System. This is a method used for approving or disapproving work requests.

2.2.22. Work Order. An approved work request.

2.2.23. Environmental Glossary:

2.2.23.1. Accumulation Point. The area where hazardous wastes are accumulated prior to transfer to a permitted Treatment, Storage or Disposal (TSD) facility.

2.2.23.2. Asbestos. A naturally occurring silica like mineral used on articles such as theater curtain, pipe insulation, ceiling and floor tiles for protection from fire/heat. Asbestos in the friable state easily crumbles and the inhalation of the asbestos dust can lead to lung cancer and asbestosis.

2.2.23.3. Base Comprehensive Plan (BCP). A concise document containing the plans (either incorporated or by reference) that guide the development of the installation. Such plans include transportation, land-use, community centers, environmental quality, facility development (near and long-term), and utilities. Also, as part of the base comprehensive plan updates, most bases update their existing base maps such as base layout and utilities.

2.2.23.4. Biochemical Oxygen Demand (BOD). An indicator as to the degree of pollution that exists in a body of water. A 5-day BOD analysis is often a requirement of the installations NPDES permit.

2.2.23.5. Clean Air Act (CAA). Legislation which regulates air pollutants that are potentially detrimental to human health or human welfare. The act defines criteria for ambient air, hazardous air pollutants, and how the states will develop implementation plans. States have been given the responsibility for enforcing standards.

2.2.23.6. Categorical Exclusion (CATEX). An exclusion from the requirements of the Environmental Impact Analysis Process when a project has been determined by the responsible federal agency to have an insignificant effect on the environment. The use of CATEX is based upon environmental analysis and past experience and allows federal agencies to comply with NFPA without spending a considerable amount of time and money to conduct a formal environmental analysis.

2.2.23.7. Comprehensive Environmental, Response, Compensation and Liability Act (CERCLA). The act which established the "Superfund" for cleaning up the nations worst waste disposal sites and held all generators responsible for past disposal of hazardous wastes. It requires full disclosure of past sites, waives federal sovereignty and eliminates the grandfather clause of "it was okay to do it this way in the past."

2.2.23.8. Chloro-Flouro-Carbons (CFC). A class of compounds that have been shown to be the primary contributor to depleting the upper atmosphere of protective ozone. Examples include Halon, chemicals used in making styrofoam, and certain propellants.

2.2.23.9. Community Right-To-Know. In response to the Bopal, India chemical gas disaster, the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, requires local communities to plan for similar

type incidents. It also requires industries to make information available to the local communities concerning the type and quantity of chemicals used in their industrial processes.

2.2.23.10. Clean Water Act (CWA). The water act that decreed that the waters of the nation should be "fishable/swimmable" (i.e., the waters should be safe enough to swim in and support aquatic life). Regulation under the CWA applies primarily to discharges into navigable bodies of water (i.e., lakes, streams, rivers) and basically excludes ground water.

2.2.23.11. Defense Environmental Restoration Account (DERA). A special fund set-up by Congress to fund the clean up of past DOD hazardous waste disposal sites. This DOD "superfund" is kept separate from other O&M accounts and is managed by the Air Staff. Fund expenditures are limited, with specific funding guidance being issued annually.

2.2.23.12. Description of Proposed Action and Alternatives (DOPAA). The first step in the EIAP process. The proponent of the action provides a description of the proposed action and all reasonable alternatives to the office responsible for the environmental impact analysis. The description should always include the "no action" alternative.

2.2.23.13. Department of Transportation (DOT). DOT regulations govern the type of container marking, labeling and placarding requirements for transporting hazardous materials and hazardous wastes. These guidelines are found in 49 CFR 171,172.

2.2.23.14. Defense Reutilization and Marketing Office (DRMO). The nearest office of the Defense Reutilization and Marketing Service (DRMS) of the Defense Logistics Agency (DLA) tasked to receive or contract the removal of most of an installations hazardous wastes or hazardous materials that have exceeded their shelf lives. They are also responsible for disposal or recycling of materials. Goodfellow AFB is served by the DRMO at Dyess AFB, Abilene, TX.

2.2.23.15. Environmental Assessment (EA). A public document under the Environmental Impact Analysis Process that examines the environmental consequences (both positive and negative, bio-physical and socio-economic) of a proposed action. The purpose of the document is to determine whether or not there is a potential for significant impact to the environment as a result of the proposed federal action. In most cases the document must be available for public review and comment for a period of 30 days prior to a decision being made before proceeding with the action.

2.2.23.16. Environmental Compliance Assessment and Management Program (ECAMP). A program designed to determine whether or not an installation is meeting environmental compliance requirements and aid in managing potential compliance shortfalls. It will give the installation commander a "snapshot in time" of how the installation is meeting the environmental compliance requirements. The program guidance is issued by Air Staff, and requires annual assessments with teams both internal and external to the installation. Once issued, the final report is releasable to the public.

2.2.23.17. Environmental Impact Statement (EIS). A report examining the environmental consequences of a proposed federal action that could significantly affect the quality of the human environment. Established under the National Environmental Policy Act (NEPA), it is a systematic, inter-disciplinary approach which examines various attributes of the environment and determines the quantitative effects on the environment due to a proposed action. Mitigation measures must be included if possible to reduce the effects identified in the statement.

2.2.23.18. Environmental Impact Analysis Process (EIAP). The process designated to meet the requirements of NEPA. It ensures that environmental factors are considered in the decision making process.

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2.2.23.19. Environmental Protection Agency (EPA). At the federal level, it is the agency of the executive branch tasked to oversee protecting the environment on a national scale. Enforcement programs include air, water, solid waste and hazardous waste. The federal agency is broken down into ten EPA regions each covering a specific area of the United States. Many states have also created a state EPA for enforcing state environmental regulations. The federal EPA may delegate enforcement of federal EPA requirements to the states, if the state has a media compliance/enforcement program that is either as stringent as or more stringent than the federal requirements.

2.2.23.20. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). The act which controls the development, manufacture, distribution and application of pesticides and other related chemicals. Primarily impacts are on the entomology section of civil engineering and grounds maintenance personnel in civil engineering and the golf courses. Unique to this law is the strict labeling requirements for these products which outline all environmental requirements.

2.2.23.21. Finding of No Significant Impact (FONSI). One of three results of an environmental assessment; the others being that the action is canceled or the action requires an environmental impact statement. The FONSI states as a conclusion of the assessment that the proposed action will have no significant impact on the environment. In most cases the FONSI will have to be made available for a public comment period of 30 days prior to deciding to proceed with the proposed action. The actual document is usually two to three pages in length and is separated from the environmental assessment.

2.2.23.22. Hazardous Material (HM). The Transportation Safety Act of 1974 defines a hazardous material as "any substance or material in a quantity or form which may pose an unreasonable risk to health and safety or property when transported in commerce".

2.2.23.23. Hazardous and Solid Waste Amendments (HSWA). The 1984 act that amended the 1976 RCRA. The primary impact from the act was the inclusion of underground storage tanks used for hazardous chemicals/wastes and petroleum products. These final UST regulations were passed in 1988 and cover tank registration, design and monitoring requirements. The tank requirements are retroactive to existing tanks.

2.2.23.24. Hazardous Waste (HW). Any used hazardous substance that exhibits the characteristics of: 1) ignitability, 2) corrosivity, 3) reactivity, 4) EP Toxicity; or 5) is listed in 40 CFR Part 261, subpart D. Under environmental requirements, any material, that one defined as a waste would meet the criteria for a hazardous waste (i.e. reactive, corrosive, ignitable, EP toxic, or listed in the EPA hazardous waste listing) and cannot be recycled or reused for its original intended purpose.

2.2.23.25. Hazardous Materials/Hazardous Waste Management (HM/HWM). The control of the ordering, amount, type, collection, source separation, storage, transportation, treatment, recovery, and disposal of hazardous materials and hazardous wastes.

2.2.23.26. Installation Restoration Program (IRP). A program to investigate, evaluate and remediate the environmental impact of past disposal actions on Air Force installations. The IRP is DOD's official response to the requirements of CERCLA. DERA dollars are used to conduct the investigations, evaluations and clean-up efforts.

2.2.23.27. Manifest. A detailed document used to track hazardous waste from the point of generation to the point of disposal.

2.2.23.28. Material Safety Data Sheets (MSDS). Forms that contain information on the manufacturer, physical properties, hazards, and chemical composition of a product. The base DEE office can provide MSDS sheets for each chemical used on base. Base supply is required to ensure that manufacturers supply these sheets when chemicals are ordered. The Contractor shall be responsible for posting in the work place.

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2.2.23.29. National Contingency Plan (NCP). A plan approved by the National Response Center in Washington D.C. that outlines specific response actions in the event of natural disasters or national emergencies including responses to releases of hazardous materials and/or hazardous wastes. It outlines regulatory agency responsibilities and who to contact for specific response actions. DOD NPL sites, as part of the IRP program, must perform clean-up actions in accordance to this plan.

2.2.23.30. National Emission Standards for Hazardous Air Pollutants (NESHAPS). Air pollutants for which no National Ambient Air Quality Standards have been set, and which may reasonably be expected to cause or contribute to increases in deaths, or cause serious irreversible illness, or cause incapacitating reversible illness. Current air pollutants regulated as part of NESHAPS are asbestos, benzene, vinyl chloride, inorganic arsenic, beryllium, mercury, and radionuclides.

2.2.23.31. Notice of Noncompliance (NON). Similar to a notice of violation except that it is more fully detailed documenting the various violations, noting enforceability claims, liability claims and compliance schedules between EPA and Federal Facilities.

2.2.23.32. Notice of Violation (NOV). A formal legal notice from either a local, state or federal regulatory authority that an installation/agency/function has violated applicable laws or regulations.

2.2.23.33. National Pollutant Discharge Elimination System (NPDES). Under the Clean Water Act, NPDES is the oldest environmental permitting system in the country. It includes a series of permits for each discharge point into the nations surface waters to control the type and amount of pollutants that are being discharged.

2.2.23.34. Polychlorinated Biphenyl's (PCB). A group of chemical compounds which were added to fluid in electrical equipment such as capacitors and transformers to increase their heat carrying capacity. PCBs were banned from further production as part of the TSCA.

2.2.23.35. Resource Conservation and Recovery Act (RCRA). The 1976 act to provide for management of currently generated hazardous wastes. The requirements of the act were designed to provide incentives for resource recovery and safe hazardous waste management and disposal.

2.2.23.36. Remediation. Sometimes referred to as Remedial Design/Remedial Actions (RD/RA) in the IRP program. It is a common term used in hazardous waste site clean-up activities, meaning to use available engineering solutions to reduce the health impacts of past disposal sites. Often times, the solution will also try to return the site to it's original condition.

2.2.23.37. Superfund Amendments and Reauthorization Act (SARA). The 198 amendments to CERCLA. SARA removed sovereign immunity for the DOD and gave EPA oversight regarding the clean-up of NPL sites located on Air Force installations. It requires a technical review committee be established allowing for private citizen input to the clean-up process. Many additional requirements designed to speed the clean-up actions and increase community involvement were included as part of SARA.

2.2.23.38. Safe Drinking Water Act (SDWA). This act insures the safety of public water supplies and includes impacts to ground water.

2.2.23.39. Spill Prevention, Control and Countermeasures (SPCC). A requirement of the Clean Water Act. Each installation is to have a SPCC plan to respond to spills of reportable materials. The plan outlines responsibilities and actions to minimize adverse impacts to the nation's waters.

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2.2.23.40. Treatment. Any method, technique, or process including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste to render it less hazardous or nonhazardous.

2.2.23.41. Toxic Substance Control Act (TSCA). The act passed in 1976 to control the manufacture and use of chemical substances. The primary purpose of the act was to regulate new materials; however, it impacts the Air Force with requirements regarding PCBs and the use of freon products.

2.2.23.42. Treatment, Storage, Disposal (TSD). Hazardous waste treatment, storage, or disposal, generally referring to a facility or operator (sometimes referred to as TSDF - TSD Facility).

2.2.23.43. Total Suspended Solids (TSS). One of the parameters used to measure water quality. Most TSS are removed during primary and secondary treatment.

2.2.23.44. Used Solvent Elimination Program (USE). A program to reduce the amount of used solvents for disposal as hazardous wastes by either reuse, recycle or substitution of materials.

2.2.23.45. Underground Storage Tank (UST). For environmental purposes, any tank with 10% or more of it's volume underground which contains regulated substances such as petroleum products, is subject to the design and monitoring requirements of HSWA.

2.2.23.46. Volatile Organic Compound (VOC). Organic compounds (i.e. composed of hydrogen and carbon, but may also contain such elements as oxygen, nitrogen, sulfur, chlorine, and fluorine) with relatively low vapor pressures which cause them to be easily evaporated. VOCs include those compounds which take part in the atmospheric photochemical processes--leading to photochemical smog as a result of excess ground level ozone and many carcinogens which have found their way into the ground water supply (e.g. TCE, PERC, etc.).

2.2.23.47. Worker Right-to-Know. As part of the Hazard Communication Rule, Contractors are required to explain to their employees the potential health impacts and the risks caused by the chemicals which the workers are exposed to in the workplace. As part of this rule, MSDS sheets are required to be posted in a visible location in each work environment. The base bio-environmental engineer (BEE) will determine locations requiring posting of MSDSs.

2.2.23.48. Ozone Layer Depleting Substances (OLDS). This is an AF acronym used to refer to chlorofluorocarbons (CFCs), halons, freon and other substances that deplete the stratospheric ozone layer. The acronym, now used AF-wide, first appeared in AFR 19-15, 30 Sep 91, "Reduction in Use of Chlorofluorocarbons, Halons, and Other Substances that Deplete Stratospheric Ozone."

2.2.23.49. Satellite Accumulation Point (SAP). The area in or near the work place where 55 gallon drums of hazardous waste (less 6 inches, or 5 gallons, for head space) or 1 quart of acute hazardous waste can be accumulated prior to removal to accumulation area.

2.3. SERVICES SPECIFIC DEFINITIONS

2.3.1 Lodging

2.3.1.1 Basic Allowance for Quarters (BAQ). An amount of money set by law to which a military member is entitled when quarters are not provided by the Government.

2.3.1.2 Lodging Fund. A nonappropriated fund (NAF) instrumentality of the United States Government deriving monies from charges to occupant for services provided and funds derived from sales of sundry items.

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2.3.1.3 Commercial Contract Lodging. Local economy hotel space acquired through contractual arrangements for use when all US Government owned/leased quarters are occupied.

2.3.1.4 Major Equipment Maintenance. The maintenance and repair of equipment, including the restoration or replacement of parts because of wear and tear, damage, failure of parts, or the like.

2.3.1.5 Minor Equipment Maintenance. Normal operator care of equipment recommended by the manufacturer. It includes cleaning, oiling, greasing, tightening of nuts and bolts and performing other preventive maintenance tasks.

2.3.1.6 On Base Billets. All transient accommodations for enlisted, officer, and civilian personnel and their respective families. All permanent party quarters for unaccompanied officers and senior noncommissioned officers.

2.3.1.7 Permanent Party Personnel. Personnel assigned or attached to an installation in a PCS status.

2.3.1.8 Reimbursable Activity. Nonappropriated fund activity which is authorized service but may pay for services provided (school, commissary, etc.).

2.3.1.9 Services Information Management System (SIMS). The automated system for all Air Force services activities on selected installations including food service, lodging and administration.

2.3.1.10 Sundry Sales. The sale of packaged refreshment items and cosmetic/toilet items.

2.3.1.11 Supplies. Expendable items such as paper and plastic products, cleaning and janitorial materials, kitchen utensils, and tableware.

2.3.1.12 TDY Personnel. Those personnel who are assigned temporary duty (TDY) at, or from, another installation.

2.3.1.13 Temporary Lodging Facility (TLF). Quarters used primarily to house members and their dependents, incidental to PCS.

2.3.1.14 Transient Personnel. Military personnel and civilian employees at an installation other than the one to which they are permanently assigned.

2.3.1.15 Transient Quarters. Quarters used to provide temporary housing to transient personnel, including VOQ, VAQ, and TLF.

2.3.1.16 Trash. Any nonsalvageable waste material other than garbage, rocks, or dirt. The waste includes metal, paper, glass, cardboard, floor sweepings, cartons, and similar materials.

2.3.1.17 Unaccompanied Noncommissioned Officer Quarters (UNCOQ). Dormitories used for permanent party unaccompanied NCOs.

2.3.1.18 Unaccompanied Officer Personnel Housing (UOPH). Quarters used for permanent party officers.

2.3.1.19 Unaccompanied Personnel. Personnel with dependents who for any reason do not have dependents living with them or within the local commuting area.

2.3.1.20 Visiting Airmen Quarters (VAQ). Dormitories used as temporary housing for transient enlisted personnel and comparable grade civilian employees.

2.3.1.21 Visiting Officer Quarters (VOQ). Officer quarters used as temporary housing for transient officers and comparable grade civilian employees.

2.4 ACRONYMS/ABBREVIATIONS FOR CIVIL ENGINEERING AND SERVICES:

ACO	Administrative Contracting Officer.
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
ADRSS	Automated Data Reports Submission System
AF	Air Force
AFB	Air Force Base
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFIT	Air Force Institute of Technology
AFLC	Air Force Logistics Command
AFLC SNUD	AFLC Stock Number User Directory
AFM	Air Force Manual
AFO	Accounting and Finance Officer
AFOSH	Air Force Occupational Safety and Health
AFP	Air Force Pamphlet
AFR	Air Force Regulation
AFTO	Air Force Technical Order
AFSC	Air Force Specialty Code
AFSF	Air Force Stock Fund
AFVA	Air Force Visual Aid
ASAP	As Soon As Possible
AETC	Air Education and Training Command
AETCM	Air Education and Training Command Manual
AETCR	Air Education and Training Command Regulation
AETCP	Air Education and Training Command Pamphlet
AUTODIN	Automatic Digital Network
AWP	Awaiting Parts
BAQ	Basic Allowance for Quarters
BCC	Base Communication Center
BITS	Base Information Transfer System
BLAMES	Base Level Automated Message Extract System
BMS	Base Medical Services
BPA	Blanket Purchase Agreement
BSS	Base Service Store
CA/CRL	Custodian Authorization/Custody Receipt Listing
CAR	Customer Account Representative
CBUP	CONUS Base Use Plan
CC	Cost Center
CDR	Contract Discrepancy Report
CE	Civil Engineering
CFE	Contractor Furnished Equipment
CLS	Contractor Logistics Support
CMAL	Controlled Multiple Address Letter
CO	Contracting Officer
COMPUSEC	Computer Security
COMSEC	Communications Security
CONUS	Continental United States

SUBSECTION C-1

CNA	Certificate of Nonavailability
DAR	Defense Acquisition Regulation
DCAA	Defense Contract Audit Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DFSC	Defense Fuels Supply Center
DIS	Defense Investigative Service
DLA	Defense Logistics Agency
DLA	Dislocation Allowance
DOD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switching Network
EAID	Equipment Authorization Inventory Data
EMC	Emergency Message Change
EMCS	Energy Management Control System
ENN	Emergency Notification Network
ESD	Electrostatic Sensitive Devices
FAC	Functional Area Chief
FAR	Federal Acquisition Regulation
FCC	Fuels Control Center
FCH	Code used to change the identity of an item
FMO	Furniture Management Officer
FOUO	For Official Use Only
FRC	Fund Requirement Card
FSC	Federal Supply Class
FSDC	Fire Safety Deficiency Code
FUB	Facility Utilization Board
FWG	Financial Working Group
FY	Fiscal Year
GBL	Government Bill of Lading
GF	Government Furnished
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GPO	Government Printing Office
GSA	General Services Administration
HQ	Headquarters
IAW	In Accordance With
IEX	Issue Exception Code
IMC	Interim Message Change
IMS	Installation Mobility Supervisor
ISU	Issue
JANAP	Joint Army, Navy, Air Force Publication
LOX	Liquid Oxygen
LP	Local Purchase
MAJCOM	Major Command
MDR	Material Deficiency Report
MC	Mission Capable
MFH	Military Family Housing
MICAP	Mission Capability
MILSPEC	Military Specifications
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MMHG	Mechanized Material Handling System

SUBSECTION C-1

MOP	Mobility Operating Procedure
MSSL	MAJCOM Spares Support Lists
MOA	Memorandum of Agreement
NAF	Nonappropriated Funds
NAFFMB	Nonappropriated Funds Financial Management Branch
NAFFMO	Nonappropriated Funds Financial Management Office
NLT	Not Later Than
NPPC	Numeric Parts Preference Code
O&M	Operations and Maintenance
OI	Operating Instruction
OJT	On-the-Job Training
OPLAN	Operational Plan - AF, AETC, Wing
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Act
PARA	Paragraph
PB	Publishing Bulletin
PCO	Procuring Contracting Officer
PCS	Permanent Change of Station
PDO	Publication Distribution Office
PMEL	Precision Measurement Equipment Laboratory
PO	Project Officer
POS	Peacetime Operation Stock
PSC	Postal Service Center
PWS	Public Water Supply
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QC	Quality Control
QIC	Quarters Improvement Committee
RAC	Risk Assessment Code
RC	Responsibility Center
RCS	Reports Control System
REG	Regulation
ROD	Reports of Discrepancy
ROF	Reporting Organization File
RPS	Remote Processing Station
SABER	Simplified Acquisition of Base Engineering Requirements
SBSS	Standard Base Supply System
SF	Standard Form
SIMS	Services Information Management System
SIS	Supply Interface System
SP	Security Police
SRD	Standard Reporting Designator
Sup	Supplement
SVS	Services
TA	Table of Allowances
TCTO	Time Compliance Technical Orders
TDY	Temporary Duty
TLF	Temporary Lodging Facility
TMO	Traffic Management Office
TO	Technical Order
TOC	Technical Order Compliance
TODO	Technical Order Distribution Office

SUBSECTION C-1

TRIC	Transaction Identification Code
TRIM	Time Related Instructional Management
UAQ	Unaccompanied Airmen Quarters
UCC	Unit Control Center
UJC	Urgency Justification Code
ULV	Ultra Low Volume
UND	Urgency of Need Designator
UOQ	Unaccompanied Officer Quarters
UPH	Unaccompanied Personnel Housing
UEPH	Unaccompanied Enlisted Personnel Housing-UAQ
UOPH	Unaccompanied Officer Personnel Housing-UOQ
USAF	United States Air Force
USC	United States Code
USPS	United States Postal System
VAQ	Visiting Airman Quarters
VOQ	Visiting Officer Quarters
VCO	Vehicle Control Office
WIMS	Work Information Management System
WMP	War Mobilization Plan
WRM	War Reserve Material

2.4.1. CIVIL ENGINEERING SPECIFIC DEFINITIONS

A-E	Architect-Engineer
BCP	Base Comprehensive Planning
BOD	Biological Oxygen Demand
CAA	Clean Air Act
CaTex	Categorical Exclusion (under EIAP)
CECORS	Civil Engineering Contract Reporting System
CEQ	Council on Environmental Quality
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CEMAS	Civil Engineering Material Acquisition System
CFC	Chlorofluorocarbon
CFR	Code of Federal Regulation
CSU	Customer Service Unit
CTL	Construction Technical Letters
CWA	Clean Water Act
DERA	Defense Environmental Restoration Account (IRP \$)
DERP	Defense Environmental Restoration Program
DOPAA	Description of Proposed Action and Alternatives
DPM	Defense Priority Model (hazard ranking under IRP)
DRMO	Defense Reutilization and Marketing Office
EA	Environmental Assessment (under EIAP)
ECAMP	Environmental Compliance Assessment and Management Program
ECP	Environmental Compliance Program
EEIC	Element of Expense Investment Code
EIAP	Environmental Impact Analysis Process
EIS	Environmental Impact Statement (under EIAP)
EMB	Environmental Management Board (under the EPC)
EMCS	Energy Management Control System
ENG	Engineering
EPA	Environmental Protection Agency

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EPC	Environmental Protection Committee
EPS	Engineering Performance Standards
ESIMS	Engineering and Services Information Management System
ETL	Engineering Technical Letters
FFCA	Federal Facilities Compliance Act or Federal Facilities Compliance Agreement
FIFRA	Federal Insecticide Fungicide and Rodenticide Act
FONSI	Finding of No Significant Impact (under EIAP)
FWPCA	Federal Water Pollution Control Act
HAZMAT	Hazardous Materials
HRS	Hazard Ranking System (for IRP, EPA controlled)
HSWA	Hazardous and Solid Waste Amendment
HVAC	Heating, Ventilation, and Air Conditioning
HW	Hazardous Waste
HWMP	Hazardous Waste Management Plan
IRP	Installation Restoration Program
IWP	In-Service Work Plan
IWTP	Industrial Wastewater Treatment Plant
LUC	Labor Utilization Codes
MEK	Methyl Ethyl Ketone
MFH	Military Family Housing
MGT	Management
MSDS	Material Safety Data Sheets
MUDS	Maintenance & Upgrade of Drainage System
NEPA	National Environmental Policy Act
NESHAPS	National Emission Standards for Hazardous Air Pollutants
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety & Health
NON	Notice of Noncompliance
NOV	Notice of Violation
NPDES	National Pollution Discharge Elimination System
NPL	National Priorities List (worst sites under IRP)
O&M	Operations and Maintenance
OLDS	Ozone Layer Depleting Substances
OWS	Oil Water Separator
MICRO-PAVER	Micro Computer Based Pavements Maintenance Management System
PA/SI	Preliminary Assessment/Site Investigation (under IRP)
PCB	Polychlorinated Biphenyls
PCC	Production Control Center
PDC	Programming, Design, and Construction
PERC	Perchloroethylene
POL	Petroleum-based Fuels or Lubricants
POTW	Publicly Owned Treatment Works
ppb	parts per billion
ppm	parts per million
PPP or P3	Pollution Prevention Program
PRP	Potentially Responsible Parties (for and IRP site)
PWS	Public Water Supply
R&D	Research and Development
RCRA	Resource Conservation and Recovery Act
RD/RA	Remedial Design/Remedial Investigation (under IRP)
RI/FS	Remedial Investigation/Feasibility Study (under IRP)
RPIE	Real Property Installed Equipment

SUBSECTION C-1

RRRP	Resource Recovery and Recycling Program
RWP	Recurring Work Plan
SARA	Superfund Amendments and Reauthorization Act
SDWA	Safe Drinking Water Act
SPCC	Spill Prevention Control and Countermeasures
SPR	Spill Prevention and Response
STP	Sewage Treatment Plant
SWMU	Solid Waste Management Unit (under RCRA)
TSCA	Toxic Substance Control Act
TCE	Trichloroethylene
TRC	Technical Review Committee (under IRP)
TSD	Treatment, Storage, and Disposal
TSS	Total Suspended Solids
TWG	Technical Working Group (under IRP)
USC	United States Code
UST	Underground Storage Tanks
VOC	Volatile Organic Compound

SUBSECTION C-1-3

CIVIL ENGINEERING/SERVICES

GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 Property.

3.1.1 General Government facilities and equipment at Goodfellow Air Force Base and assigned off-base sites will be utilized by the Contractor in his performance under the terms of this contract. Any additional equipment or facilities determined necessary will be justified through the channels prescribed for the item in question.

3.1.1.1 When approved, the Government will furnish such additional facilities or equipment or arrangements will be made with the Contractor to furnish like facilities and equipment in compliance with the Statement of Work.

3.1.2 Facilities.

3.1.2.1 The Government shall furnish and/or make available facilities described in Technical Exhibits 3a and 3b.

3.1.2.2 The Contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used for performance of this contract only.

3.1.3 Equipment

3.1.3.1 The Government shall furnish and/or make available equipment described in Technical Exhibit No(s) 5a and 5b.

3.1.3.2 The Government will replace all nonexpendable items which by virtue of fair wear and tear, obsolescence and/or damage, are no longer considered serviceable, provided the damage is not due to Contractor negligence.

3.1.3.3 Provisions of AFR 177-111 and Federal Acquisition Regulations govern accounting for Government property lost, damaged, or destroyed while in the Contractor's possession.

3.1.3.4 Equipment Inventory. Not later than 5 days prior to the start of the basic contract period, the Contractor and a Government representative shall conduct a joint inventory of all Government furnished equipment listed in Technical Exhibits 5a and 5b and the Contractor shall receipt for all equipment provided by the Government. The Contractor and a Government representative shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded. The Government will replace missing items and repair all items not in working order or the contracting officer will direct the Contractor to replace missing item(s) or accomplish the repairs required and the Contractor will be reimbursed therefore. The Government representative will give disposition instructions for items beyond repair. The Contractor and the Government representative shall certify the agreement as to the working order of the equipment. If the Contractor does not participate in the inventory, the Contractor must accept as accurate the listing and stated condition of equipment provided by the Government. If the Contractor participates in the inventory, but does not agree with the Government representative's determination as to the working order of the equipment, this failure of the Contractor to agree on the working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes".

3.1.3.5 Equipment Accountability. By completion or extension of the contract a joint inventory of equipment shall be conducted by the Contractor and a Government representative. The Contractor shall be liable for loss or damage to Government furnished property beyond fair wear and tear in accordance with the clause of the contract

SUBSECTION C-1

"Government Furnished Property". Compensation shall be effected either by reduced amounts owed to the Contractor or by direct payment by the Contractor, the method to be determined by the contracting officer. All equipment in need of repairs/maintenance shall be repaired/maintained by the Contractor within 30 days of discovery, but before the joint inventory is made. All repairs/maintenance not performed by the Contractor shall be made at the Government's option and at the Contractor's expense. In the case of damaged property, the amount of compensation due the Government by the Contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value. In the case of loss or damage beyond economical repair to equipment, the amount of the Contractor's liability shall be the depreciated replacement value of the item to be determined by the contracting officer. Any failure of the Contractor to agree with such determination shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes".

3.1.3.6 Equipment Leased by the Government. The Government will maintain and repair equipment leased/rented by the Government and provided to the Contractor except that in the case of loss or damage beyond fair wear and tear, the Contractor's liability shall be to reimburse the Government for 100 percent of all expenses incurred. The provisions of the Government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the Contractor's inspection upon request to the contracting officer. Equipment leased by the Government which will be provided to the Contractor is listed in Technical Exhibit 5a3 and 5b3.

3.2 Services

3.2.1 The Bioenvironmental Engineering Service, USAF Clinic, Goodfellow, shall provide the following industrial hygiene services for the Contractor.

3.2.1.1 An annual evaluation of Government furnished equipment which may produce adverse health effects. These evaluations are intended to ensure the equipment is meeting design criteria, as in the case of industrial ventilation systems, or to identify equipment which may be potentially harmful to the health of the Contractor's employees, i.e., noise producers, ionizing and nonionizing radiation emitters, etc.

3.2.1.2 Schedule radiation protection survey of Government furnished X-ray units in accordance with T.O. 33B-1-1, and other Air Force directives. Provide the Contractor with a copy of the radiation protection survey report.

3.2.1.3. Maintain a case history file for each location evaluated to incorporate only those annual evaluations required by the contract. The AF Forms described in AFOSH Standard 161-17 should be used to help compile data for the annual evaluation report. Other industrial hygiene monitoring data required of the Contractor may be included if the Contractor provides copies of the survey report.

3.2.1.4 Prepare and forward to the Contractor, through the CO an evaluation report for each function visited. This report will include data collected and may include health standards. If Air Force criteria such as Air Force Occupational Safety and Health Standards are referenced, these criteria will be so annotated so the Contractor will be able to differentiate between AF/AFOSH criteria and OSHA standards. If the data reveals improperly functioning Government-furnished equipment, recommendations shall be included to correct the deficiency.

3.2.2 The Contractor is responsible for establishing an industrial hygiene program consistent with OSHA requirements as specified in 29CFR 1910. The annual evaluations of Government furnished equipment can be used to augment this program. The Contractor is responsible for taking appropriate air samples, establishing and providing any biological monitoring programs required, providing training in the use and enforcing the use of required personal protective equipment (hearing protection, respirators, safety glasses, etc), and reporting to the appropriate QAE any malfunctioning equipment requiring evaluations other than the annual surveys.

3.2.3 The Contractor at Goodfellow AFB will have access to Defense Switched Network (DSN) for official calls. DSN usage will comply with regulatory requirements.

3.3 Materials Furnished. The Government will furnish materials and supplies at the beginning of the contract (an initial inventory of the materials is listed in TE 5a5 and 5b5) and will continue to provide funds for such materials for the duration of the contract, including option periods. Supplies and materials required in the performance of the contract need not be individually approved by the Functional Area Chief and shall be processed by the Contractor by placing orders for such items through the SBSS or CEMAS using operating funds provided by the Government for that purpose. Materials needed for emergency repairs will be purchased by the Contractor and reimbursed by the Government. These emergency purchases must be validated by the QAE to authorize payment. At the end of the contract the Contractor shall return all residual inventory to the Government.

3.3.1 Fuel and oil to perform work listed herein will be provided by the Government to the Contractor for all Government furnished equipment. The Contractor shall use AF Form 1295, AF Form 1194, or USAF Ground Fuel Identaplate or as applicable, to obtain required fuel and oil products. Fuel and oil used by the Contractor shall be expensed against operating funds provided by the Government for that purpose. The Contractor shall comply with applicable energy consumption goals. The Contractor shall adhere to the provisions of AFM 67-1, Vol I, Part Three, Chapter 1, Section F when submitting weekly consumption reports. All gains and losses exceeding allowable limits must be justified by the FAC to the accountable officer. If bulk fuel losses occur that exceed the allowable limits and are determined to be attributable to the Contractor's mismanagement of fuel products, the CO shall hold the Contractor liable for the costs of the missing fuel products (based on the current DFSC Price Bulletin).

SUBSECTION C-1-4

CIVIL ENGINEERING/SERVICES

CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 Property

4.1.1 General: Except for those items and services specifically stated in or referenced in Section C-3 as Government furnished, the Contractor shall furnish everything required to perform this Statement of Work. This includes but is not limited to all necessary vehicles, parts, materials, tools, support equipment and supplies, including all items identified in individual Technical Exhibits and Attachments.

4.1.2. The Contractor shall provide vehicles to support the Lodging and Linen Exchange functions. The vehicle will be clean and provide an adequate level of protection to the items being transported.

4.1.3. The Contractor shall provide all equipment necessary to perform Grounds Maintenance duties. Equipment shall include, but not be limited to, lawn mowers, edgers, string trimmers, hoses, sprinklers, and associated safety equipment.

4.1.4. All Contractor vehicles with the exception of the Project Manager's shall be painted the same color. All vehicles shall be in operable condition and meet local, state, and federal safety requirements. Each Contractor vehicle shall have the name of the Contractor neatly exhibited on each side of the cab. The sign must be readable from a reasonable distance with lettering a minimum of 2" in height. The Contractor shall operate vehicles to comply with base traffic regulations. Vehicle mounted communication equipment shall conform to all applicable base and federal frequency regulations.

4.2 Responsibilities

4.2.1 The Contractor shall be responsible for operating remote terminals of the Computer Systems. Specific responsibilities are detailed in Section C-5a and 5b of the Engineering and Services SOW.

4.2.2 The Contractor shall exercise management and operational control and retain full responsibility for performance of assigned Air Force functions. The Contractor's responsibility in each of the areas assigned is set forth in the functional areas' specific duties of the Statement of Work. The Government shall not exercise any supervision or control over the Contractor employees performing services under this contract; such employees shall be accountable not to the Government but solely to the Contractor, who, in turn, is responsible to the Government.

4.2.3 Registered Equipment Management:

4.2.3.1 The Contractor shall justify increases or decreases in vehicle authorizations approved by the Goodfellow AFB Vehicle Authorization/Utilization Board to the CO by submission of Equipment Action Requests (AF Form 601). After coordination with the CO the AF Form 601 shall be forwarded to Headquarters Air Education and Training Command, HQ AETC/LGTV, for appropriate action. Changes in assignments of vehicles to using organizations will be reported by the Contractor to the CO by submission of AF Form 601.

4.2.3.2 The Contractor will use procedures contained in AFR 67-1, Vol II, Part Two, Chapter 22 and Vol IV, Part One, Chapter 16 in assigning accounting, reporting, and disposition of assigned vehicles.

SUBSECTION C-1-5a

SPECIFIC TASKS

FOR

CIVIL ENGINEERING

5.1 SCOPE OF WORK. The Contractor shall perform civil engineering functions at Goodfellow Air Force Base and assigned off-base sites and organize the activities so as to:

5.1.1 Comply with the provisions of Director of Central Intelligence Directive (DCID) Number 1/21, Manual for Physical Security Standards for SCI Facilities; Defense Intelligence Agency Manual (DIAM) 50-3, Physical Security Standards for Construction of SCI Facilities; USAFINTEL Directive 201-1, The Security, Use and Dissemination of SCI; and AFR 200-7, SCI Security System, when constructing, modifying, and repairing Sensitive Compartmented Information (SCI) Facilities.

5.1.2 Maintain the real property in an economical manner, to a standard that prevents deterioration beyond that which results from normal wear and tear.

5.1.3 Provide civil engineering management and support and in-service work management which are equal to the standards delineated in the 85 through 93, and 126 series of Air Force, Air Education and Training Command (AETC) and Wing Directives, Air Force and AETC Engineering Technical Letters (ETLs) and Construction Technical Letters (CTLs).

5.1.4 Maintain applicable civil engineering series regulations and publications as annotated in Section C-1-6.

5.1.5 Formulate and maintain an in-service work force program to operate, service and maintain the real property.

5.1.6 Accomplish in-service construction required to support facility changes for mission support.

5.1.7 Maintain all utilities. Scheduled outages will be coordinated with the QAE at least 5 work days in advance. Outages shall be scheduled to ensure the least amount of disruption to occupants.

5.1.8 Furnish entomology services.

5.1.9 Provide and participate in base emergency and disaster recovery exercises and operations that require civil engineering support, as tasked in Goodfellow AFB contingency programs and long-range plans.

5.1.10 IN-SERVICE WORK MANAGEMENT. Provide economical maintenance, repair, construction, operation, and service functions for real property, real property installed equipment (RPIE), real property similar equipment (RPSE), and designated equipment authorization inventory documents (EAID) IAW current AF and local directives to a standard that prevents deterioration beyond that which results from normal wear and tear or prevents degradation of base mission. Manage an In-Service Work Plan (IWP).

5.1.10.1 The Engineering Performance Standards (EPS) utilization rate shall meet or exceed the command standard each month. These standards will be provided as required at time of preperformance conference and updated by the QAE.

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5.1.10.2 The minimum IWP success rate shall meet or exceed the command standard. These standards will be provided as required at time of preperformance conference and updated by the QAE.

5.1.10.3 Percentage for delinquent work orders shall meet or exceed command standards. These standards will be provided as required at time of preperformance conference and updated by the QAE.

5.1.10.4 RWP completion rate shall meet or exceed command standards. These standards will be provided as required at time of preperformance conference and updated by the QAE.

5.1.11 The use, handling, storage, and disposal of all toxic, hazardous, or special wastes and materials shall be in accordance with all State, Local, and Federal environmental regulations and procedures. Personnel will be trained by the Government on proper procedures to include spill response and clean up.

5.2 CIVIL ENGINEERING MANAGEMENT & SUPPORT. Provide management and support services for the civil engineering operations functions IAW current Air Force directives.

5.2.1 MANAGEMENT. Provide guidance and staff coordination for civil engineering operations functions to assure effective and economical operations of all activities.

5.2.1.1 A responsible member shall be present at all meetings of base activities that involve civil engineering operations interests or support or when representation is requested by another base activity (i.e., FUB, work order review committee, etc).

5.2.1.2 Conduct those meetings, councils, committees, or boards, etc., for which civil engineering Operations Section is the OPR. Prepare agendas, notes, visual aids, and distribute as needed. Minutes shall be prepared and provided to the QAE. Agenda distribution shall provide at least two (2) work days notice to attendees from outside the Civil Engineering Operations section. Meetings include, but are not limited to, weekly scheduler's and work order review committee.

5.2.1.3 Provide personnel who have the qualifications and experience to manage, operate, maintain and repair the civil engineering operations activities described herein.

5.2.1.4 Notify QAE of all incoming visitors and all meetings scheduled during the visit period.

5.2.1.5 Notify QAE and Security Police of all suspected facility abuse or vandalism. The government will determine validity of all suspected facility abuse or vandalism. The contractor shall provide the QAE with a written cost estimate of repairs for all validated facility damages. The contractor shall not begin repair unless directed by the QAE.

5.2.2 ADMINISTRATION. Provide administrative support to the civil engineering operations activities. All records, documents, and working papers provided by the Government and generated during the period of this contract become Government property and will remain in place upon contract termination or completion. During the period of contract these records, documents, and working papers will be available for Air Force review on an as-needed basis.

5.2.2.1 Originate, receive, reply to and distribute reports and correspondence using current AFR 10-1 for applicable formats. (Applies to all CE operations areas.)

5.2.2.1.1 Coordinate all base-representative correspondence replies, e.g., award nominations, and Congressional interest items, through QAE, to Support Group Commander and Wing Commander prior to mailing.

SUBSECTION C-1

5.2.2.1.2 Ensure timely replies to correspondence. Correspondence replies destined to off-base locations will be mailed NLT 3 workdays prior to the suspense date.

5.2.2.2 Maintain files IAW AFRs 12-1, 12-20, and 12-50. Personnel responsible for maintaining the files will be trained as required by the 12-series regulations.

5.2.2.3 Maintain current applicable AF, Air Education and Training Command, and 17 TRW regulations, manuals, pamphlets and other publications, listed in Section C-1-6, IAW AFR 5-1. Publications, changes, and supplements shall be posted within two days of receipt.

5.2.2.3.1 Personnel responsible for maintaining publications will be trained as required by AFR 4-72 and supplements thereto.

5.2.2.4 Establish requirements for forms used by civil engineering operations functions, listed in Section C-1-6 IAW AFR 4-72.

5.2.2.5 Identify training requirements in writing to Base Information Management to assure competence of personnel responsible for administering or managing the decentralized administrative programs and systems.

5.2.2.6 Evaluate civil engineering operations oriented suggestions IAW AFR 900-4 within assigned suspense.

5.2.2.7 Originate, revise, coordinate, and update wing regulations and supplements to higher headquarters regulations which apply to the civil engineering operations function, IAW formats in AFR 5-8.

5.2.2.8 Review and provide appropriate response to wing commander's HOT line within assigned suspense.

5.3 WORK FORCE MANAGEMENT. The Contractor is responsible for day to day interface with all other Government work centers within the Civil Engineering organization. Topics for interface include but are not limited to funding issues (Operations must provide input to the annual financial plan), real property issues (Operations must pass completed work order packages to them for capitalization), engineering issues (providing technical assistance, reviewing designs, insuring the infrastructure plans are incorporated into the IWP), environmental issues, and Fire Department issues (fire alarm maintenance). The Contractor shall provide the following services:

5.3.1 PROVIDE CUSTOMER SUPPORT. Provide a communication and control center to direct, coordinate, and control the work effort. Personnel shall present a professional and courteous image at all times. This shall include providing status to customers on work requests that may be processed in other functions of Civil Engineering.

5.3.1.1. RECEIVE/PROCESS SERVICE CALL: Process verbal BCE work request and determine if the work described is BCE responsibility IAW TE-8a. Initiate work order in WIMS and track until completion. The Contractor shall provide a means to receive verbal work requests 24 hours a day, 7 days a week. Manage the building manager program IAW AFP 87-8.

5.3.1.1.1 Update WIMS data to ensure closeout of work order number upon work completion. Load labor hours into the computer system IAW established procedures.

5.3.1.2. Control and issue 2-way radios for the accomplishment of Civil Engineering assigned duties. Receive and process written requests from other Civil Engineering Flights and process IAW AFR 700-18. Insure units are charged and/or recharged as necessary.

SUBSECTION C-1

5.3.1.3. Upon notification of an emergency via the base Emergency Notification Network (ENN) notify appropriate personnel of emergency and document incident IAW 17 TRW OPLAN 702.

5.3.1.4. Schedule and manage in-service work on a weekly and daily basis, considering priority of work and availability of manpower, material, and equipment. Work completion times shall be IAW TE-2a. Provide copy of weekly schedule to QAE at least two workdays prior to start of workweek.

5.3.1.5. Processing of work request. The Contractor shall process AF Form 332 in the following manner with a turn around time not to exceed two weeks from date of request to date of receipt by customer.

5.3.1.5.1. The AF Form 332 is the primary document to request and approve work requirements.

5.3.1.5.2. Local manufacture of supply or equipment items. For such work a DD Form 1348-1, DOD Single Line Item Release/Receipt Document endorsed by base supply is also needed. The DD Form 1348-1 is used for receipt or issue transactions on completion of local manufacture and for reimbursement of BCE costs in accordance with AFM 67-1, Volume 2, part 2, chapter 8. The DD Form 1348-1 that accompanies the AF Form 332 is a supply requisition document. Status must be furnished to base supply stock control to update computer information in accordance with AFM 67-1, column 2, part 2, chapter 6, USAF Standard Base Supply System. NOTE: AF Form 332 and DD Form 1348-1 are not required when the items are for internal Civil Engineering use.

5.3.1.5.3. The request is reviewed to determine if it has been properly prepared; if the work is a BCE responsibility (as defined in AFR 86-1); the requested work has an environmental impact; if it is not already identified for a contract program and is not part of an overall plan for a specific purpose through a series of minor construction actions; the work supports the planned use of the facility; and that all coordinations have been obtained.

5.3.1.5.3.1. All written requests for work shall be reviewed by both the FAC and the Contractor.

5.3.1.5.3.2. All work requests received are programmatically assigned a number. The description of the work request is entered in the WIMS. The work request number is used as the work order number when the work request is approved.

5.3.1.5.3.3. Enter the work request into the appropriate computerized file using work order indicator D IAW WIMS training.

5.3.1.5.3.4. Set up a folder to be used for comments and recommendations on requests that must be sent to BCE functions for review. Place the original AF Form 332 with supporting documents in the folder.

5.3.1.5.3.5. Keep a copy of the AF Form 332 in either a suspense file or the facility jacket file.

5.3.1.5.3.6. If approval authority determines planning is not required to accomplish the task, then the Contractor shall schedule the work for completion.

5.3.1.5.4. If after review it is determined planning is required the AF Form 332 shall be presented at the next Work Request Review meeting where the AF Form 332 shall be reviewed for the following:

5.3.1.5.4.1. Compliance with AFR 19-2, Environmental Impact Analysis Process (EIAP). If the work does not automatically qualify for categorical exclusion from further environmental analysis an AF Form 813, Request for Environmental Impact Analysis, must accompany the request.

5.3.1.5.4.2. The work cannot currently be identified for a contract program nor part of an overall plan to accomplish a specific purpose through a series of major construction actions.

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5.3.1.5.4.3. The work supports the planned use of the facility.

5.3.1.5.4.4. Appropriate coordination has been obtained, i.e., noise and lighting levels, safety aspects, etc.

5.3.1.5.5. Once the review requirements are met, the Government will approve/disapprove the AF Form 332 and assign for completion through the Operations Function, Service Contract, Self-Help, SABER, etc. The Contractor shall notify the requester when the request is accepted or rejected. If rejected, clearly explain why the request was rejected.

5.3.1.5.6. After the work request is approved:

5.3.1.5.6.1. Send work to be performed by contract to the contract programmer. The Operations Function annually provides the financial manager a block of work order numbers for contract work. When the contract project work order number is assigned, enter the project number in the WIMS and the original work request number can be closed out in the computer system. Return the suspense copy of the AF Form 332 to the customer with the contract project number noted on the form.

5.3.1.5.6.2. When practicable, like items of work shall be grouped to be authorized with one document. Send work to be done inservice to the Operations Function for further processing.

5.3.1.5.6.3. Process self help work as outlined in AFP 85-9.

5.3.1.6. Brief Civil Engineering, Wing and Support Group Commanders and QAEs as required (at least once a month). Briefings will cover all aspects of Civil Engineering Operations Function. In addition, the FAC, Contract Manager and CO shall meet as required (at least twice a month) to discuss Contractor's performance and other areas of mutual interest. QAEs and Contractor's representatives will attend on an as-required basis.

5.3.1.7. Manage all assigned civil engineering vehicles IAW AFM 77-310, Vol I. Participate in all base vehicle competitions. Conduct a 100 percent vehicle inspection of civil engineering vehicles each quarter and document results on AF Form 3126, General Purpose Form, with a copy provided to the QAE.

5.3.1.8. Maintain established warranty and guarantee program. Ensure QAE is contacted within two working days to effect repairs.

5.3.1.9. The Contractor shall conduct preliminary analysis of any work order having a 10 percent or greater difference between the planning estimate and the actual cost. Findings will be made available to the QAEs within one week of receipt of the work order variance report.

5.3.2. PROVIDE MATERIAL SUPPORT. Maintain and operate material control function as follows IAW AFP 85-61, and AFM 67-1 series. Provide support for all civil engineering activities.

5.3.2.1 Assist in preparation, research, and processing of materials, tools, and equipment records. Contractor personnel are required to identify needed materials, research supply sources and build the bill of material. Average days to firm shall not exceed 2 work days. Notification of Material Complete Work Orders must be tracked to other than Material Control NLT 2 work days.

5.3.2.2 Issue and turn-in materials, equipment and supplies IAW AFM 67-1 and AFR 67-23.

5.3.2.3 Research material/equipment/tool requisitioning data, determine source of supply, and order as required. In some instances personnel may be required to locally purchase material using a SF 44 (Purchase Order - Invoice Voucher), or a charge card.

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5.3.2.4 Receive/Store material in holding areas, exercise control over shop stocks, organizational and personal equipment, and tools IAW AFM 67-1, Vol II, Pt II, Chaps 22, 23, and 31.

5.3.2.4.1 Maintain store stock to insure material is on hand to perform required maintenance. The Store Stock excess shall not be maintained for greater than 100 percent of the locally defined authorized level for each line item without prior approval of the QAE.

5.3.2.4.2 Review the holding area at least quarterly for excess material for closed work orders and dispose of excess IAW AFM 67-1, Vol II, Pt II, and AFP 85-61.

5.3.2.4.3 Review individual tool and equipment records at least annually and update records at that time.

5.3.2.4.4 Maintain residual holding areas.

5.3.2.5 Maintain an appliance backup stock to replace appliances as they break IAW TA 414. Backup stock quantities are levied by Headquarters AETC and are expressed as a percentage over TA 414 allowances. Current requirements will be provided at the preperformance conference. The FAC will notify the Contractor of any changes that occur.

5.3.2.6 Identify and justify special level stock requirements to Base Supply IAW AFM 67-1.

5.3.2.7 Establish, maintain and operate a Self-Help/U-Fix-It Store IAW AFP 85-61, AFP 85-9 and AFM 67-1 series directives. Provide personnel with expertise to assist customers in the planning and accomplishment of projects, inspect on-going projects, issue tools, materials, and equipment, and provide "How To" instruction for the base populace.

5.3.2.8. Establish and maintain a Material Deficiency Reporting System within civil engineering, following the procedures established in Technical Order (TO) 00-35D-54 and AFM 67-1, Vol II, Pt II and Vol IV, Pt I, and AFR 74-6.

5.3.2.9. The Contractor shall provide Bioenvironmental with a Material Safety Data Sheet (MSDS) on any items without an existing National Stock Number (NSN) before purchase can be approved.

5.3.3. PLANNING. Provide for work identification, estimate and plan resources required to do in-service work.

5.3.3.1. Schedule and inspect real property (Facility Survey). Identify maintenance, repair, and construction requirements. Submit AF Form 332 for work and process in accordance with paragraph C-5.3.1.5.

5.3.3.2. Review requests for work, investigate, and make recommendations for accomplishment of work.

5.3.3.3. Classify work IAW AFR 86-1 and use Labor Utilization Codes (LUC) as defined in AFM 171-200.

5.3.3.4. Prepare labor, material, and equipment estimates and plan in-service work using EPS or comparable work standards.

5.3.3.5. Prepare bill of materials in WIMS and requisition material required to perform work.

5.3.3.6. Maintain real property facility records.

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5.3.3.7. Change orders beyond designated approval authority shall be brought to the FAC or designated representative for approval. Enter all change orders for work orders as a separate job phase for identification purposes and identify job phase as a change order in the body of the phase description.

5.3.4. SERVICE CALLS (AF Form 1879 or WIMS equivalent). The Contractor shall perform emergency, urgent, routine repairs. See TE-8a for examples.

5.3.4.1. Emergency - Any work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness is an emergency work order. It includes providing security to areas subject to compromise or protecting high value property and equipment. An emergency includes, but is not limited to, the failure of any utility, fire protection, environmental control, security alarm system, or a stopped-up sewer. It may also include elimination of fire, health, or safety hazards that have been assigned RAC or FSDC 1. Contractor must respond to emergency situations ASAP, not to exceed 1 hour, and eliminate the cause of the emergency within 24 hours.

5.3.4.2. Urgent - This is work that is not any emergency, but should be done within 5 workdays after receipt of materials. This always includes elimination of fire, health, or safety hazards that have been assigned RAC 2 or 3, or FSDC 2.

5.3.4.3. Routine Work - This work should be done within 30 calendar days after identifying the requirement or receipt of materials, but does not qualify as emergency or urgent.

5.4. DIRECT SCHEDULE WORK. Repair, maintain, modify, install and perform scheduled maintenance or services in accordance with applicable regulations, technical orders and directives identified in Section C-1-6 and industry standards to ensure continued operation to preclude mission degradation. All utility systems and generators shall be maintained to ensure a 99% reliability rate. Access to secure facilities may be delayed for as much as 45 minutes waiting for escorts for uncleared Contractor personnel. An initial program for recurring maintenance will be provided by the Government upon contract start (See TE 9a for an example) and can be locally revised as deemed necessary by contractor and approved by the QAE. The WIMS word processing software provides a user guide for the recurring work program.

5.4.1. Exterior Electrical Distribution System: To include overhead distribution system, underground distribution system, substations, switching station, electrical vault, exterior lights, and traffic lights.

5.4.2. Generator: To include diesel generators, gas generators, and automatic transfer panels. (Both RPIE and EAID.) See TE-2a for listing. Maintain to ensure a 99% reliability rate.

5.4.3. Liquid Fuel System: To include tanks, valves, pumps, pipeline, and other components.

5.4.4. Grounding System: To include grounding and lightning protection systems.

5.4.5. Alarm System: To include fire alarms, smoke detection systems, intrusion alarm systems, and environmental detection alarms.

5.4.6. Energy Management Control System (EMCS) along with all associated hardware.

5.4.7. Sewage System: To include sewage lines, lift stations and main connections, and oil separators. Industrial pretreatment shall meet Environmental Protection Agency (EPA) discharge permit requirements.

5.4.8. Water Distribution System: To include pump stations, water treatment equipment, water storage tanks (and associated radio controls), installation water lines, water system valves, all underground irrigation systems (other than those delineated in the attached Ground Maintenance SOW), non-potable systems, and base swimming

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pools. (Swimming pools shall be maintained in operating condition from May through September--the exact dates will be provided by the Government. Major pool repairs shall be scheduled from October through April in so far as possible.

5.4.9. Cathodic Protection System: To include wiring, rectifiers and associated hardware.

5.4.10. Gas Distribution System: To include piping, valves, and regulators.

5.4.11. Building Utility Systems: To include fire protection, low voltage electrical, plumbing, gas distribution, HVAC, medical piping, electrical appliances/equipment, and compressed air distribution, and vent and waste collection systems.

5.4.11.1. Read Meters. The Contractor shall provide monthly gas, water and electrical meter readings to the Maintenance Engineering Section. Building/Meter locations are listed on the RWP.

5.4.12. Facility Interior: To include a variety of interior finishes such as, but not limited to masonry, wood, metal, sheet rock, vinyl floor covering, ceramic or quarry tile, and stucco or plaster. To also include all woodworking requirements, locksmith services, doors, windows, and all other carpentry skills.

5.4.13. Facility Exterior: To include a variety of exterior finishes such as, but not limited to, concrete, masonry, wood, stucco, "outsulation" (epoxy stucco over styrofoam), and metal.

5.4.14. Pavements: To include but not be limited to road surfaces, curbs and gutters, sidewalks, bikeways and jogging paths. (Includes providing all sweeping services.)

5.4.15. Painting: Minor painting may be required on any of the above listed items to complete the tasks.

5.4.16. Drainage: To include ditches, culverts, storm drains, subsurface drain and outlets.

5.4.17. Fences: To include but not limited to chain link, cattle, wood, metal, concrete masonry block, brick and barbed wire.

5.4.18. Grounds Maintenance: Includes those duties reflected in the Grounds Maintenance SOW (See attached).

5.4.19 Entomological Services: Includes those services required to protect health, supplies, and real property with regard to control of insects, rodents and other pests, and organisms. The Contractor shall provide these services at Goodfellow Air Force Base, Goodfellow AFB leased property, the Goodfellow Recreation Camp, and the Lake Nasworthy Military Family Housing Area (supplemental mosquito control only). The Contractor shall utilize integrated pest management techniques in the overall pest control program, consistent with the requirements of the installation Pest Management Plan and IAW all directives pertaining to use, storage and disposal of materials and equipment.

5.4.19.1 The following shall be accomplished each time service is rendered:

5.4.19.1.1 Completely inspect the site of infestation.

5.4.19.1.2 Determine the extent of the pest problem. Identify pests, pest damage, and any potential for pest infestation.

5.4.19.1.3 Use integrated pest management techniques where possible.

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5.4.19.1.4 Utilize only non-chemical controls and/or pesticide application methods authorized by the label and industry standard practices.

5.4.19.2 Pest control personnel who supervise or perform pest control operations independent of direct supervision shall possess a current State certification for pesticides and herbicides.

5.4.19.3 Notification of Pest/Vegetation Problems. The Contractor shall report to the CO in writing any evidence of pests, vegetation growth, or conditions conducive to pest infestation which is not covered in the contract, at the time such condition is first identified.

5.4.19.4. Specific Entomology services. The Contractor shall provide but not be limited to the following Entomological services.

5.4.19.4.1 Household Pest Control. The Contractor shall provide pest control on an annual scheduled basis as specified in Technical Exhibit 2a and for change of occupancy in MFH.

5.4.19.4.1.1 Pest Control Service. The Contractor shall provide pest control as specified in Technical Exhibit 2a and which is not covered under change of occupancy. Contractor shall inspect and provide treatment as required. The Contractor shall submit a schedule for annual pest control in the areas listed in TE 2a prior to the preperformance conference.

5.4.19.4.1.2 Change of Occupancy. The Contractor shall inspect the complete inside and outside perimeter of on-base Military Family Housing (MFH) units immediately after completion of Change of Occupancy Maintenance. Chemical treatment shall be used as necessary. The Contractor shall arrange with the QAE for the keys to each unit, to be picked up daily between 0900 and 1400 hours. After treatment, keys will be returned by 1630 hours to the QAE.

5.4.19.4.2 Eating Establishments. The Contractor shall provide surveillance as requested. Surveillance shall consist of setting three (3) or more glue boards, and control at the specified eating establishments shown in TE 2a.

5.4.19.4.3 Unscheduled Pest Control Service. The Contractor shall provide control of occasional or accidental invading of nuisance pests on an "on call basis" as specified in TE 2a.

5.4.19.4.4 Termite Pretreatment. The Contractor shall provide soil treatment before and/or during building construction he/she accomplishes (temporary or permanent) as a preventive measure against termite infestation by applying approved termite pretreatment pesticides to all soil surfaces beneath proposed structures, into hollow block foundation walls, and to all backfill at the required locations.

5.4.19.4.5 Wood Infestation Inspection. The Contractor shall inspect annually all structures listed in TE 2a to determine any infestations or visible damage to wood structural components. All other structures on base shall be thoroughly inspected only if termites are reported by the occupants. Subterranean termites in all structures found to be infested during the annual Wood Infestation Inspection or on a work order basis shall be treated. The Contractor shall provide a schedule of buildings being inspected to the CO prior to the preperformance conference.

5.4.19.4.5.1 Reporting. The Contractor shall update WIMS with inspection information.

5.4.19.4.6 Stored Products Pest Control (Certified Supervisor Required). The Contractor shall provide service for the control or prevention of food or fabric infesting pests when temperature in the facility is 65 degrees F or greater. Pesticides are not to be applied to exposed food materials or food handling equipment.

5.4.19.4.7 Disease Vector Control (Certified Supervisor Required).

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5.4.19.4.7.1 Adult Mosquito Control ULV and Fogging. The Contractor shall provide Basewide (semi-improved and improved areas), Recreation Camp, and Lake Nasworthy Family Housing adult mosquito control throughout the breeding season, April through November. When critical population levels are reported by the Government, then operations shall be initiated to keep the population at or below critical levels.

5.4.19.4.7.2 Fly Control. The Contractor shall provide control of the following biting or non-biting flies: Common house flies in can wash racks, loading docks, at dining halls, other eating establishments, and in all dumpsters where "wet" garbage is disposed. Treatment shall be based on surveillance results.

5.4.19.4.8 Ornamental and Turf Pest Control (Pests Other Than Plants).

5.4.19.4.8.1 Provide Services. The Contractor shall provide control of pests and/or diseases (scales insects, defoliators, Juice Sucklings, fungus) and weeds on trees and shrubs. Control shall be to ensure no visible sign of activity and shall be as required.

5.4.19.4.8.2 Chemical and Physical/Mechanical Control. The Contractor shall provide control for bag worms on Juniper/Cedar type trees and shrubs and the removal of all web worms and tent caterpillars on pecan and mulberry trees. Physical control shall be to ensure no visible sign of activity and shall be as requested.

5.4.19.4.9 Animal Control. The Contractor shall provide control services for wild animals including rodents, armadillos, gophers, ground squirrels, snakes, skunks, and jack rabbits. The Contractor shall trap or net domestic animals in a humane manner, and shall dispose of the trapped animals in a humane manner.

5.4.19.4.10 Vegetation Control. The Contractor shall obtain control of undesired vegetation (weeds) for the growth year along entire perimeter fence line and in all grass, landscape, sidewalks, contraction joints and cracks in all sidewalks, curbs, parking areas, flightline area, and recreation areas in semi-improved and improved areas, except in on-base MFH. All undesired vegetation shall be eliminated. The Contractor shall be responsible for soil sterilization. Once treated and dead, the Contractor shall remove all vegetation from contraction joints and cracks in all sidewalks, curbs, parking areas, flightline area, etc. (MFH sidewalks excluded).

5.4.19.4.11 Carcass Disposal. The Contractor shall remove all dead or dying rodents or other animals from the installation and dispose of in accordance with local ordinances. Recovery and disposal shall be made within 24 hours after notification of the presence of dead or dying animals. When noxious odors indicate the presence of dead rodents or other animals in inaccessible areas, locate, remove, and apply an effective deodorizer.

5.4.19.5 Provide annual submission of Pest Management Plan IAW AFR 91-21.

5.4.20. Signage. The Contractor shall be responsible for fabricating, installing and maintaining all base signs (i.e., traffic, building, etc.) IAW the AETC Guide to Installation Excellence as well as applicable traffic regulations.

5.4.21. Key Duplication. The Contractor shall review all requests for keys to ensure they have been validated by the appropriate facility manager. Once duplicates have been made the facility manager shall be contacted to pick up the new keys. The facility manager will sign for the keys and the Contractor shall log the issue in the log established for this purpose. The Contractor shall ensure key blanks, master and duplicates, are secured while in his possession to avoid misuse or unauthorized access to government facilities.

5.5 QUALITY CONTROL INSPECTION AND EVALUATION. Provide quality control inspection and evaluation services in support of in-service work management.

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5.5.1 All quality control inspection and evaluation files will be made available to the QAE. A review of the Quality Control Inspection and Evaluation Program will be included in the twice per month meeting between the Contractor, BCE, QAE, and CO.

5.5.2 Maintain a Danger Tag System IAW AFOSH Std 127-45 and keep a log of all danger tag actions.,

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SPECIFIC TASKS

FOR

SERVICES

5. GENERAL. The Contractor shall provide all personnel, supervision and other items necessary to perform the Lodging function at Goodfellow AFB, TX.

5.1 LODGING MANAGEMENT. The Contractor shall:

5.1.1. Plan, implement and direct services in support of Temporary Lodging Facilities (TLF), Visiting Officer and Enlisted Quarters (VOQ/VAQ), Unaccompanied Officer Personnel Housing (UOPH), and linen exchange facilities. Shall develop long range facility upgrade plans. These plans shall be updated annually and implemented on schedule. Plans shall be in accordance with higher headquarters standards. Plans shall incorporate standards set forth in applicable Air Force Regulations, Manuals, and the AETC Supplements thereto as listed in Section C-6.

5.1.2. Develop, coordinate, activate and publish applicable annexes, appendices, etc., to the various base operational plans.

5.1.3. Ensure required reports and documentation are submitted in a timely manner.

5.1.4. Serve in an advisory capacity on the Base Financial Working Group (FWG) and be responsible for the preparation and execution of all financial management of services covered in this section as approved by the assigned resource advisor.

5.1.5 Use the Services Information Management System (SIMS) for all day to day operations of the lodging function.

5.1.6 The linen exchange employees shall accept for cleaning only those items listed in AFI 34-901 and for which a price has been established.

5.2. Lodging Function. The Contractor shall operate a Lodging Office at Goodfellow Air Force Base, Texas. In addition to the specifics outlined below, the Contractor shall use generally accepted hotel/motel operating procedures.

5.2.1 Reservations and Room Assignments. The Contractor shall:

5.2.1.1 Effect maximum use of all lodging facilities. Shall make all reservations and assignments to transient quarters in accordance with AFMAN 34-603.

5.2.1.2 Maintain a reservation system for each transient facility to ensure proper assignment priorities are followed.

5.2.1.3 Ensure off-base demand type commercial quarters are controlled IAW AFMAN 34-603. Reconcile billing prior to payment when applicable. Perform and document annual visits to commercial hotels to ensure level of service rendered and living standards conform to specifications.

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5.2.1.4 Issue/Control statements of nonavailability, DD Form 1351-5, IAW AFMAN 34-603. If TLF quarters are available for the entire TDY period, TDY members are assigned to them before nonavailability statements are issued. The traveler shall pay full TLF charge. A DD Form 1351-5 shall not be issued when TDY members occupy TLFs.

5.2.1.5 Collect and maintain data used to prepare required reports.

5.2.1.6 Ensure all on base/commercial quarters are used prior to issuing nonavailability certificates.

5.2.1.7 Collect late charge fees for personnel checking out after 1200 hours.

5.2.2 Administrative Responsibility. The Contractor shall:

5.2.2.1 Be responsible for all administrative duties associated with operating the lodging function to include, but not limited to, creating, administering and maintaining records, files, correspondence and other administrative responsibilities associated with the performance of services required herein.

5.2.2.2 Be responsive to inquiries concerning any aspect of the lodging operation from appropriate government personnel such as the FAC, Base Commander, higher headquarters, official agencies and private military members. Responsibilities include gathering, analyzing and evaluating all data concerning the inquiry and then formulating a recommendation, if applicable, for consideration by the proper government authority (i.e., FAC, Commander). It shall also include the preparation of draft and/or final messages, letters or reports associated with the inquiry. Official replies shall be coordinated with the appropriate government activities prior to authorization and dispatch.

5.2.2.3 Maintain applicable regulations, manuals and other documents to ensure currency.

5.2.2.4 Establish publication/blank form accounts with PDO and maintain filing system for the lodging function.

5.2.2.5 Compile a set of standard operating instructions (SOIs) which will explain in detail the manner in which the lodging activity operates to satisfactorily perform this contract. SOIs will be coordinated/approved by the FAC and the contracting officer. SOIs are to be accomplished within 90 days of contract start. All SOIs will be reviewed annually and updated as required.

5.2.2.6 Submit an accurate and complete Unaccompanied Personnel Housing Inventory and Occupancy Report (DD Form 2085) on a semiannual basis (Mar - Sep).

5.2.2.7 Submit changes to AFP 34-602 to the FAC for approval and distribution IAW AFP 34-602.

5.2.2.8 Collect and maintain data used to prepare required reports.

5.2.2.9 Maintain daily auditable occupancy records for transient housing.

5.2.2.10 Submit an accurate and complete Unaccompanied Personnel Housing Utilization Report (AETC Form 515) on a quarterly basis (Jan, Apr, Jul, Oct)

5.2.3. Condition of Quarters/Furnishings. The Contractor shall:

5.2.3.1 Assume building custodian responsibility for all assets assigned to the lodging facility. Assume custodial responsibility for the equipment and supply account to include: furnishing the primary and alternate custodian; signing the CA/CRL for equipment and furnishings; initiating actions to obtain initial and replacement items;

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preparing and submitting budget forecasts; and other tasks related to managing a custody receipt account and supply account with base supply.

5.2.3.2 Perform and document daily inspections of all transient quarters for which responsible; initiate service calls or work requests for required maintenance; and coordinate repairs/maintenance of facilities IAW AFMAN 34-603.

5.2.3.3 Conduct complete inventories of lodging fixed assets (NAF/Appropriated) annually and salable merchandise and supplies semiannually. Ensure that assets are distributed in accordance with Table of Allowance (TA) 414.

5.2.3.4 Mark and identify lodging fund property IAW AFR 176-10.

5.2.3.5 Manage expendable supplies/furnishings. This includes budgeting, repair, requisition, turning into salvage, safeguarding and accountability of all items.

5.2.3.6 Manage expendable supplies and obtain all janitorial materials. Establish demand levels for all sundry items and submit requirements to appropriate agencies.

5.2.3.7 Ensure that storerooms, offices, lodging reception areas, and all other space used by contractor personnel are maintained in a neat and orderly manner at all times.

5.2.3.8 Inspect all lodging facilities, including rooms occupied by all residents, not less frequently than every 30 days to ensure facility maintenance deficiencies are corrected. These facility maintenance inspections shall be documented for each building and each room within the building. Documentation shall also specify applicable Civil Engineering work request number. Follow-up action shall be taken every 15 days until the deficiency is corrected. An AF Form 332 shall be used to request non-emergency work by the Civil Engineers.

5.2.3.9 Ensure CA/CRL supply stickers are inconspicuously placed on furniture/appliance to maintain an aesthetic appearance.

5.2.3.10 Mark and identify all fire points/fire exits and ensure that fire escape routes are posted IAW AFR 92-1.

5.2.4 RESERVED

5.2.5 RESERVED

5.2.6 RESERVED

5.2.7 RESERVED

5.2.8 Telephone Service. Provide instruction sheets to all VOQ/VAQ/TLF units equipped with commercial telephones to explain dialing and payment procedures to occupants. Verify and collect for long distance charges prior to occupant checkout. If collection is not made prior to occupant checkout, refer disputes to PROTEL SERVICES INC.

5.2.9 Stock and Maintain Beverages/Snack/Sundries. Stock beverages, snacks, and sundries for purchase in the DV, VOQ, and all suites to include the Senior NCO suites. Beverages and snacks shall be inventoried and restocked no later than two hours after occupant checkout from the VOQ/VAQ and on a daily basis when needed to replenish stock. Maintain beverages, snacks and sundries for purchase in the Lodging Office for sale to all lodging customers. An inventory and requirements list shall be furnished at the commencement of this contract. Contractor shall request replenishment stocks through NAF acquisition procedures. Contractor shall exercise

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strict security of all items and shall record all sales and balances. Contractor shall establish a method of accountability and payment for items placed in transient quarters. This method shall be made a part of the Contractor's quality control program. Sundry items for sale shall be displayed in the Lodging Office. Quantity, brand and type of beverages and snacks shall be designed by the functional area chief and are subject to modification. Lodging shall prepare paperwork for billing of liquor, snacks, sundries, charges and maintain copy on hand. Contractor shall inventory the liquor and sundries items monthly.

5.2.10 Individualized Newcomer's Treatment and Orientation (INTRO) Program.

5.2.10.1 Provide base and sponsor information to newcomer. If the sponsor cannot be contacted by newcomer during normal duty hours instruct him or her to contact unit orderly room. After normal duty hours instruct him/her to report to orderly room next duty day.

5.2.10.2 Refer all telephone calls from personnel arriving at commercial terminals and requesting transportation to the base taxi dispatcher.

5.2.10.3 The following information shall be maintained in the Lodging Office. This information shall be furnished and updated by the Base INTRO Office:

5.2.10.3.1 INTRO Sponsor Roster.

5.2.10.3.2 List of Unit INTRO Monitors.

5.2.10.3.3 Base Information, (map, directories to bldg and room, schedule of places on base).

5.2.11 Building Maintenance. Promptly identify and report maintenance problems or requirements to Civil Engineering for all VOQ/VAQ/TLF, and Contractor utilized administrative and storage buildings. Maintain a control log on SIMS to record all requests made to Civil Engineering Service Call Function. Log shall indicate building, room number, problem, date/time item was given to Civil Engineers, CE work order number and status. Follow-up shall be made on all open items which have exceeded the expected completion time and follow-up data shall be recorded. Notify QAE immediately when any unit is down for maintenance in excess of two days.

5.2.12 RESERVED.

5.2.13 Real Property Data. Verify accuracy and recommend changes to unaccompanied housing real property records and data in RCS: DD-M(SA) 1470 report (DD Form 2085) using BEAMS extract PCN SF 100-168 for category codes 721XXX (UAQ or VAQ), 724XXX (UOQ or VOQ), 740XXX (TLF) and report within 5 work days after a change is required. Maintain and update these records weekly.

5.2.14 RESERVED.

5.2.15 Meetings. The contract manager shall attend all quarterly Quarters Improvement Committee, quarterly Nonappropriated Fund Council, and weekly Staff meetings.

5.2.16 Inspections. Accompany Installation Commander, or representative, on all inspections of facilities for which the Contractor has responsibility. Maintain a copy of inspection (and any follow-ups directed by Installation Commander) on file together with the names of persons on inspection team.

5.2.17 TLF/VOQ/VAQ/ Linens. Maintain sufficient backup stock to supply appropriate (color, style, size) linens to rooms. Maintain accountability by item on SIMS automated AF Form 2009-1. Usable items (stained, faded, discolored, etc) shall be salvaged (torn up and used as rags). Notify QAE for inspection of items prior to salvage. Contractor shall be furnished an initial inventory of linens for these quarters. Contractor shall be required to

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replace 100% of lost linens with identical or like items IAW Subsection C-1-3, Para. 3.1.3.2. Like items must be approved by FAC prior to being placed in inventory. Replacement of salvaged items will be at the Government's expense. Lodging contract personnel shall inventory the linens on the last day of each fiscal quarter and report the stock levels to the QAE, in writing within 48 hours.

5.2.18 Quarters Upkeep. Ensure that all quarters are furnished in compliance with appropriate TAs and amenities listed in AFMAN 34-603. All items shall be clean and in good repair. Amenities are subject to change upon written notification by the FAC/QAE.

5.2.19 Keys. Contractor shall maintain keys as listed in Technical Exhibit 5b1. Contractor shall not maintain any master or room keys to above facilities in addition to the amounts listed. Contractor shall have keys reproduced only through Base Civil Engineers. All keys shall be maintained in a locked or Contractor-monitored area in the Lodging Office. A Log shall be used to issue keys to authorized personnel requiring access. Keys released to maintenance workers shall be returned prior to the end of normal duty day. Keys are not to be removed from the premises of Goodfellow AFB. Contractor shall issue keys to occupants locked out of quarters. Verification is required prior to providing duplicate keys in case of key loss or lockout.

5.2.20 Locator System. Maintain a current locator system on SIMS for all UOQ/UNCOQ/VOQ/VAQ/TLF occupants.

5.2.21 Maid Services. Maintain daily documentation by building and room number to show all transient quarters cleaned by the Contractor during each month. Documentation shall be maintained under the following categories: TLF, VOQ, and VAQ (one occupant and two occupants). Reconcile this figure with the amount of revenue received and furnish all documentation to QAE not later than the 3rd duty day of the following month. No payment shall be made to Contractor for rooms not cleaned (i.e., 'DO NOT DISTURB' signs on rooms that request temporary discontinuance of service).

5.2.22 Financial Management. The Contractor shall:

5.2.22.1 Serve as Operations Manager of the lodging fund. Prepare required budgets. Maintain a monthly status of lodging funds in coordination with the NAFFMO. Perform cost center manager duties and maintain manual records on funds obligated, items ordered, and status of equipment ordered. Allow access to financial records and money on-hand to accredited auditors and appropriate Air Force personnel as required for audits and cash verification. Contractor shall ensure appropriated funds are used to the maximum extent possible. Contractor shall adhere to the financial guidelines outlined in AFMAN 34-603, all directives/policy guidance referenced in the SOW (to include the use of forms) in developing a comprehensive financial management program.

5.2.22.2. Use appropriated funds to the maximum extent possible to improve transient quarters and obtain supplies, equipment, and furnishings.

5.2.22.3 Obtain MAJCOM approval for lodging fund expenditures IAW AFMAN 34-603, Chap 6. Capital requirements expenditures must be included in capital expenditure budget regardless of amount.

5.2.22.4 Initiate required action to procure all items listed on the NAF Requirements Budget (NRB) to ensure arrival by the date listed on the budget.

5.2.22.5 Ensure the lodging fund operates at a break-even or profit making mode to finance capital improvements. If required, prepare a service charge rate increase IAW AFMAN 34-603, Chap 6.

5.2.22.5.1 Expendable supplies purchased on a monthly basis will not exceed eight percent (8%) of the previous quarters average gross income. Total annual expenditures will not exceed eight percent (8%) of the annual gross income. One time expenditures in excess of \$300.00 will be approved by the FAC.

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5.2.22.6 Safeguard all lodging funds in accordance with AFR 125-37 and base supplements and operating procedures. Follow anti-robbery procedures in said regulation and ensure that bilingual procedures are available at front desk. Funds shall be deposited as directed by NAFFMB.

5.2.22.7 Prepare budgets for lodging equipment and for other applicable budget needs as requested by the installation budget office, FAC or designated representative.

5.2.22.8 The Contractor shall accomplish all Accounts Receivables, cash counts, bank deposits, petty cash transactions, finance condition, monthly analysis, and consolidated base requirements programs.

5.2.22.9 Reconcile accounts receivable monthly.

5.2.22.10 Reconcile accounts payable monthly.

*5.3 MAID AND JANITORIAL FUNCTIONS

*5.3.1 GENERAL: The Contractor shall provide maid and janitorial service at Goodfellow Air Force Base in occupied VOQ, VAQ, TLF, and designated UOQ/UNCOQ quarters at the frequencies and during times specified in Technical Exhibit 2b. Maid service in UOQ/UNCOQ is provided only in communal areas when individuals are paying a service charge. Contractor shall provide information as requested by QAE regarding which units have been cleaned.

*5.3.1.1 The Contractor shall inspect and clean all VOQ/VAQ/TLF rooms, prior to occupancy, if room has remained vacant for more than 48 hours.

*5.3.2 LABOR COST. The Contractor shall be paid the fixed price for services rendered from nonappropriated funds for maid and janitorial labor specified herein. Each subaccount (UOQ, UNCOQ, VOQ, VAQ, TLF) must be self-sustaining; therefore, cost must be identified separately.

*5.3.2.1 In the event of an unforeseen or unusual occurrence NAF expenditures shall be used to maintain the quality of services specified in this Statement of Work. Prior approval of the FAC is necessary in these instances.

*5.3.3 ROOM SIGNS. Contractor shall clean transient rooms displaying signs requesting "early maid service" prior to cleaning quarters that are not scheduled for early occupancy. Request for no maid service shall not be honored more than two consecutive days.

*5.3.4 CHECKOUTS. When checkout occurs prior to 1200 hrs, Contractor shall clean unit to standards in Technical Exhibit 6b and have room available for next occupant NLT 1530 that same day.

*5.3.4.1 LATE CHECKOUTS. When checkout occurs after 1200 hrs, Contractor shall clean unit to standards within two and one-half (2 1/2) duty hours of the time vacated. If said cleaning cannot be completed by 1630, it shall be scheduled as "first cleaned" the following day.

*5.4 SERVICES

*5.4.1 Custodial Services. Contractor shall provide custodial service to maintain all Contractor-occupied administrative and warehouse areas in a neat and clean manner IAW Technical Exhibit 6b.

*5.4.2 Grounds Maintenance. All patio furniture, BBQ's and exterior ash trays shall be cleaned and properly arranged. Trash shall be emptied and removed, within the first two duty hours of each day, to the nearest trash

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disposal point. Sidewalks, steps, breezeways and patios shall be cleaned and spot cleaned within the first two duty hours of each day, see Technical Exhibit 2b.

*5.4.3 TLF/VOQ/VAQ/Amenities. Contractor shall provide service to maintain amenities as specified by the FAC.

*5.5. General Housekeeping Requirements. Contractor shall provide housekeeping training IAW AFR 127-12. Training shall be related to safety and use of commodities to maintain facilities. Training shall be documented and retained IAW AFR 127-12.

*5.5.1. VACUUM. After being vacuumed, the surface shall be free of all visible litter and soil.

*5.5.2. WET MOPPING. Wet mopping follows sweeping and is performed to clean and disinfect an area. All accessible areas shall be mopped. Chairs, trash receptacles and easily movable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, detergent residue or any evidence of soil, stains, film, debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc.

*5.5.3 SWEEPING. A properly swept surface shall be free of litter, dust and foreign debris, including corners and abutments. Easily movable objects will be tilted or moved to sweep underneath.

*5.5.4. WASHING (EXTERIOR). A water hose with sufficient pressure is used to remove all dirt, dust residue, debris and stains from building surfaces and pavements. This shall be followed by a thorough sweeping using a brush or cloth.

*5.5.5. SPOT CLEANING (FLOORS). Spot cleaning is hand removing, sweeping, spot shampooing, mopping or vacuuming small areas as necessary to remove stains, debris and foreign matter.

*5.5.6. SPOT CLEANING (OTHER). Remove smudges, stains, marks, streaks, etc., from washable surfaces. After spot cleaning the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil.

*5.5.7 LIGHT FIXTURE CLEANING. A properly cleaned light fixture is free of bugs, dirt, dust, grease, stains, spots, residue, and other matter.

*5.5.8 DUCT AND LOUVER CLEANING. Ducts, louvers, vents, door and window tracks are vacuumed to remove all visible dust, dirt and other foreign matter, and the surface is damp wiped to remove spots and streaks.

*5.5.9 CLEANING OF DISHES, COOKWARE AND EATING UTENSILS. When necessary thoroughly wash items with a hot, clean detergent solution. Rinse by immersing in clear water, dry and return to proper storage.

*5.5.10 METAL AND WOOD POLISHING. Polishing is accomplished with a clean, soft cloth using appropriate polish and buffing the surface to a fine shine with another clean soft cloth.

*5.5.11 LOW DUSTING. The removal of dirt, dust and other foreign matter from walls, structural components, fixtures, furnishings and decorations up to a height of 7 feet above the floor.

*5.5.12 HIGH DUSTING. The removal of dirt, dust and other foreign matter from ceilings, walls, structural components, equipment and fixtures above 7 feet in height. Blinds, where installed, are included in this task.

*5.5.13 SHAMPOOING. Contractor shall spot shampoo carpet in VOQ/VAQ/TLF on an as needed basis.

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*5.5.14 WALL AND DOOR CLEANING. A properly polished surface is free of streaks, tarnish and polish residue and presents a uniformly bright appearance. Properly cleaned hard gloss wainscots or glazed tile surfaces shall be bright and free of dirt, mold, stains, streaks, lint and splash.

*5.5.15 DAMP WIPING (GENERAL). A properly damp wiped surface is free of dirt, dust, grease or other matter and of streaks, spots or water residue.

*5.5.16 CLEAN APPLIANCES. All household equipment operated by gas or electric current to include stoves, oven, cooktops, fans, washing machines, clothes dryers, toasters, can openers, TV set, refrigerators, microwaves, and dishwashers. A proper cleaning removes deposits, stains and other foreign matter. Cleaning includes removing burners, racks and other detachable parts to remove spillage of debris. Accomplish other dismantling as specified by the manufacturer to accomplish thorough cleaning of Government-owned items.

*5.5.17 DEFROSTING REFRIGERATORS. All food stuffs shall be removed from refrigerator prior to defrosting. A properly defrosted refrigerator is free of ice and frost buildup. All surfaces shall be damp wiped with no water left standing. Ice trays shall be refilled and temperature placed at appropriate setting. Defrosting shall also include cleaning tray insert at bottom of refrigerator and dusting coils behind refrigerator. Occupants shall be given at least 24 hours notice.

*5.5.18 GLASS CLEANING. A properly cleaned glass surface is without dirt, dust, grease or other matter, spots, streaks or residue.

*5.5.19 MAKE BED. Neatly arrange linen on each bed in a hotel/motel style with the following linen:

*5.5.19.1 One bed pad to cover entire top of mattress.

*5.5.19.2 Two matching (color and pattern) sheets. When the bottom sheet is a flat sheet, it must be of sufficient size that all sides are tucked neatly under the mattress a minimum of 3 inches.

*5.5.19.3 One blanket neatly arranged on bed.

*5.5.19.4 Corresponding (size, number and color) pillowcases.

*5.5.19.5 One standard size pillow for twin bed;
Two standard size pillows for double size bed;
Two queen size pillows for queen size bed.

*5.5.19.6 One bedspread neatly arranged on bed. Check for cleanliness when changing bed linen; if not soiled or deteriorated, these items may be returned to the bed.

*5.5.20 CLEAN BATHROOMS

*5.5.20.1 Completely clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, sinks, and other such surfaces, using a germicidal detergent. Use of liquid bleach is not permitted.

*5.5.20.2 Disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

*5.5.20.3 Descalc toilet bowls and urinals. After descaling, the entire surface shall be free from streaks, stains, scale scum, urine deposits, and rust stains.

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*5.5.20.4 Resupply bathrooms. Bathrooms shall be stocked so that supplies do not run out such as toilet paper, soap, cups, towels.

*5.5.21 CLEAN INTERIOR & EXTERIOR WINDOW SURFACES. After a window has been cleaned, all traces of film, dirt, smudge, water and other foreign matter shall have been removed from frames, castings, sills, and glass. Screens shall be cleaned to the same standard.

*5.5.22 TRASH REMOVAL. All waste baskets, cigarette butt receptacles (ashtrays, butt cans, etc) and other trash containers within the area shall be emptied, cleaned and returned to their initial location. Boxes, cans and papers placed near a trash receptacle shall be removed. All soiled or torn plastic trash receptacle liners shall be replaced. Ashes and debris shall be removed from cigarette butt receptacles and placed in a nonflammable container. Trash shall be disposed of in plastic bags secured with bag ties. The Contractor shall pick up any trash that may fall on the facility or grounds during the removal of such collected trash. The trash shall be deposited in the nearest outside trash collection point.

*5.5.23 FIRE EXTINGUISHERS. Contractor shall ensure all fire extinguishers are charged and in good usable condition. Inspection tags on each extinguisher must be filled out monthly by the building manager.

5.6 GENERAL ADMINISTRATIVE REQUIREMENTS.

5.6.1 Contractor shall maintain files for each operation in accordance with AFR 12-1, AFR 12-20 and AFR 12-50.

5.6.2 The Contractor shall pick up mail in the morning and in the afternoon, not later than 1 hour after scheduled delivery time at location(s) to be determined by the FAC and make daily distribution to Contractor functions.

5.6.3 The Contractor shall originate correspondence and promptly reply to all correspondence and complaints relating to the Lodging/Furnishings Management/Linen Exchange/Maid and Janitorial/Laundry and Dry Cleaning functions as required or requested by the FAC. The Contractor shall also provide inputs and prepare budgets (APF and NAF), operational plans, disaster preparedness plans, reports or other studies/information requested by Government agencies, NLT the date prescribed by the FAC. The Contractor shall prepare and submit to FAC Lodging's portion of the Unaccompanied Personnel Housing Inventory and Occupancy reports (AETC Form 515 and DD Form 2085). The Contractor shall obtain a quarterly Real Property Inventory (BEAM extract), PCN SF 100-168 and RCS: DD-M(SA) 1470, for UPH/TLF facilities to accompany the occupancy reports, (See Technical Exhibit 4b). Correspondence shall be prepared in the Air Force format and error free.

5.6.4 CUSTOMER SURVEYS AND CRITIQUES. The Contractor shall conduct customer surveys and critiques, as required by the QAE or FAC, and prepare responses to customer surveys/complaints/comments as necessary.

5.6.5 INITIATE PURCHASE REQUEST. Initiate all purchase requests (appropriated and nonappropriated, expendable/nonexpendable) for supplies and equipment. Purchase requests must be approved by the Functional Area Chief prior to submitting to Government purchasing agent.

5.6.6 The Contractor shall be building custodian for facilities shown in Technical Exhibit 5b1 and perform custodian duties as outlined in AF pamphlet 87-8, Building Manager's Handbook, 4 April 84 and 17 TRW Pamphlet, Real Property Building Managers, 13 July 1985.

5.7 EMERGENCY SERVICES When required by the contracting officer, or designated representative, the Contractor shall respond to emergency situations (i.e., structural fire, accidents and rescue operations, special base visitors, civil disturbances, disaster warnings, military alerts, base exercises) and will necessitate the Contractor operating on an extended basis. The contracting officer will verbally advise the Contractor of the effort required

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and follow up as soon as possible with a written change to the contract. A negotiated equitable adjustment will be made to the contract.

5.8 LINEN EXCHANGE

5.8.1 GENERAL: The Contractor is required to perform all tasks listed below. The Contractor shall be the primary custodian and be accountable for all linen items maintained in the backup stocks and warehouse, and linens being cleaned for organizations IAW AFI 34-901.

5.8.1.1 The Contractor shall provide laundry and dry cleaning services in support of the Linen Exchange functions outlined in this appendix. The Government will provide the initial supply of linen stocks and replace items rendered unserviceable due to fair wear and tear. A negotiated price similar to that of a commercial type cleaning facility will be paid for each item laundered or dry cleaned.

5.8.2 Prepare and Submit Requisitions. The Contractor shall prepare and submit requisitions on AF Form 2005, Issue/Turn-in Request, for expendable linens at any time established stock levels change based on fair wear and tear, variation in the number of bed spaces, or by direction of the Functional Area Chief (FAC).

5.8.2.1 Requisition submissions must be coordinated with the Services and Support Group resource advisors, then forwarded to Base Supply for procurement/issue actions. Base organizations will obtain issues of linen directly from Base Supply, IAW AFI 34-901.

5.8.2.2 The Contractor shall maintain AF Form 2009-1, Manual Supply Accounting Record, and follow all requirements of AFR 67-1, Vol 2, AFR 20-14, and AFR 67-23.

5.8.2.3 Contractor shall review and update Base Supply Due-Out Validation listings monthly.

5.8.3 RECEIVE/INSPECT:

5.8.3.1 Receiving from base supply. Contractor shall receive linen items from base supply on DD Form 1348-1, DOD Single Line Items Release/Receipt Document, as a result of items requisitioned on AF Form 2005, Issue/Turn-In Request. All items will be annotated on AF Form 2009-1. Document numbers shall be maintained on AF Form 115a, Register of Control Numbers.

5.8.3.2 Receiving from Laundry/Dry Cleaners. Contractor shall receive clean linen items and verify description and quantities listed on laundry ticket by signature. Contractor will indicate the number of items from/to laundry on AF Form 904, Daily Linen Exchange Transaction, as outlined in AFR 140-2.

5.8.3.3 Inspection. Contractor shall inspect items upon receipt from base supply to insure that goods received, in fact, do match the description and quantities listed on DD Form 1348-1.

5.8.3.4 Exchanges. Make a direct exchange of clean linen items for soiled items on a one-for-one basis with authorized customers IAW AFI 34-901. Contractor shall exchange the same color/style quantities received. The Contractor shall inspect all linen exchanged and shall identify and segregate all salvage/unserviceable linen before it is sent out to the commercial laundry/dry cleaners. Log will be maintained of daily exchanges by type, quantity and organization. This log is to be used for reference and historical data, and shall be disposed of in compliance with AFR 12-50.

5.8.3.5 Turn-Ins for Dry Cleaning. Accept soiled items from authorized linen exchange customers and organizations for pickup by commercial dry cleaners. Verify items being turned in and issue a receipt (furnished by commercial laundry) to the customers that contains sufficient information to identify items and customer.

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Contractor shall indicate number of items dry cleaned on AF Form 904. Maintain copy on file for one year after payment on respective receipt IAW AFI 34-901.

5.8.3.6 Returns. Verify count of all items returned from contract laundry service and acknowledge receipt and accuracy by signing laundry tickets. Items not properly cleaned or pressed by laundry Contractor shall be maintained separately and returned to laundry for rewash/repress at no charge to the Government. The QAE for the laundry/dry cleaning contract shall be notified immediately each time laundry items are returned for recleaning.

5.8.3.7 RESERVED.

5.8.3.8 Backup Stock. Maintain backup stock of linen items to meet scheduled exchanges by authorized customers IAW AFI 34-901, replenishment of worn and damaged items, and a justifiable reserve for emergencies. Maintain on file computations used to establish amount of backup stock required. Store Unaccompanied Officer Quarters/Unaccompanied Airmen Quarters exchange linens only at linen exchange. All purchases shall be coordinated with the FAC and Resource Advisor. Backup stocks shall be maintained IAW AFI 34-901.

5.8.3.9 Accountability. Maintain accountability of all Linen Exchange stocks using AF Form 2009-1. AF Form 115a shall be used to support posting of AF Form 2009-1. Supporting documents shall be kept with the control register. Beginning with 1 October each year, voucher numbers in numerical sequence shall be assigned to all documents affecting Linen Exchange accountability IAW AFI 34-901.

5.8.3.9.1 Daily Linen Exchange Transaction. Maintain AF Form 904, Daily Linen Exchange Transaction, in accordance with AFI 34-901.

5.8.3.10 RESERVED.

5.8.3.11 Salvage. Items unserviceable due to normal wear and tear shall be separated from serviceable items. These items shall be issued to authorized customers as rags. (All issued rags will be sprayed with red dye IAW AFI 34-901). All unissued, unserviceable linen shall be transported to salvage at least twice a month. Appointment must be made prior to turn-in. Salvage items from Linen Exchange shall be listed on DD Form 1348-1. Enter the transaction on AF Form 2009-1. These are items which are uneconomical to repair.

5.8.3.12 The linen exchange Contractor shall give the AF Form 904 to the QAE no later than the first work day of the following month, with all supporting documents/laundry tickets.

5.8.3.13 Linen Status Report. The Contractor shall submit a monthly linen status report by the fifth (5th) work day of the new month. This report shall list all linen items on hand and any increases, decreases, and items ordered during the previous month.

5.8.4 RESERVED.

5.8.5. EMERGENCY LINEN EXCHANGE SERVICES.

5.8.5.1 The Contractor shall respond as described below to contingency operations throughout the year. This effort shall be included as part of the price of the contract.

5.8.5.1.1 The Contractor shall respond within 1 hour after notification by the contracting officer or authorized representative to support contingency requirements in GAFB Plan 355-1.

5.8.5.1.2 The Contractor shall issue linen related articles to authorized Government shelter stocking teams using the AF Form 1297, Temporary Hand Receipt. The Contractor shall provide issue operation only and shall not be

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required to effect deliveries to designated shelters. All issues will normally be made/conducted from Bldg 201, Linen Exchange Warehouse.

5.8.5.2 When required by the contracting officer, the Contractor shall respond to emergency situations as described below. The contracting officer will verbally advise the Contractor of the effort required and follow up as soon as possible with a written change to the contract. A negotiated equitable adjustment will be made to the contract.

5.8.5.3 The Contractor shall use the priorities established by the Services Division if the activation or exercise of multiple contingency plans generates conflicting support requirements. If the Contractor cannot accomplish a routine workload due to the activation or exercise of any contingency plan, the Government will not take remedial action against the Contractor for nonsupport of lower priorities.

5.8.5.4 Surge requirements beyond the capability of the Contractor may be augmented by the Government at its option when the Government perceives that mission accomplishment is endangered.

5.8.5.5 The Contractor shall prepare an emergency services plan for providing support of these emergency situations at the start of the basic contract period and as changes occur.

5.8.6 PREPARE BUDGET: The Contractor shall prepare an annual operating budget IAW AFR 170-1 and GAFB Resource Advisor's Handbook when called for by the budget office for linen requirements and submit it for approval to the FAC for all replacement linen items for the forthcoming two fiscal years.

5.8.7 INVENTORY. In accordance with AFI 34-901, the Contractor shall inventory Linen Exchange stock on the last day of March and September. Prepare two copies of AF Form 905, Linen Exchange Inventory Report, one copy for Services Division, and one copy for Linen Exchange Section. The inventory and necessary adjustments will be completed and results provided to the QAE no later than the third (3rd) workday of the following month. Spot checks may be conducted upon request of FAC to assure AF Form 2009-1 balances are correct.

5.8.7.1 Where administrative errors caused overages or shortages after an inventory has been conducted, an AF Form 85, Inventory Adjustment Voucher, shall be completed IAW AFI 34-901 to correct records.

5.8.7.1.1 At the end of the contract period, the Contractor shall inventory linen stocks and prepare two copies of AF Form 905 and provide one to the Services Division and one for the Linen Exchange section. The inventory and necessary adjustments will be completed and results provided to the QAE NLT the last day of the contract period. Final payment may be withheld pending proper completion of inventory.

5.8.7.2 Inventory by QAE. A linen inventory, by either spot checking or complete physical inventories, may be conducted on a scheduled or unscheduled basis.

5.8.8 HOUSEKEEPING: The Contractor shall provide housekeeping services to all Linen Exchange facilities as listed in Technical Exhibit 2b.

5.8.8.1 The linen exchange point shall be cleaned daily and present a neat appearance throughout the day.

5.8.9 Reserved.

5.8.9.1 Grounds Maintenance Tasks. Clean sidewalks, docks and entry areas daily as required.

5.8.9.2 Remove snow and ice from steps and loading dock areas as required.

5.8.10 WAREHOUSING OF LINEN STOCKS:

5.8.10.1 The Contractor shall properly maintain the warehousing and storage of linen assets to ensure linen assets receive proper protection from damage caused by dirt, soiling, fabric pests, rodents, or other environmental factors.

5.8.10.1.1 The Contractor shall follow appropriate guidelines for warehousing and storage IAW AFM 67-1 and DOD Directive 4145.19-R-1.

5.8.10.1.2 The Contractor shall ensure that bulk linen assets not in original shipping packaging/boxes are properly covered at all times.

5.8.10.1.3 Properly segregate and store clean laundry in the Linen Exchange Warehouse/Pickup points.

5.8.11 ADMINISTRATIVE REQUIREMENTS:

5.8.11.1 Reports. The Contractor shall prepare all reports and other deliveries required by this contract, as described in Technical Exhibit 4.

5.8.11.2 The Contractor shall review and maintain the Property Monitor Report D-18, PFMR Update and Reconciliation Report D-11, Due Out Validation Listing M-30, Obligated Due Out Listing M-36, and the Daily Document Register D-04.

5.8.11.3 Correspondence. The Contractor shall originate necessary correspondence and promptly reply to all correspondence and complaints relating to the linen exchange function. The Contractor shall also provide input to budgets, operational plans, disaster preparedness plans, or other studies requested by Government agencies NLT the date prescribed by the FAC.

5.8.11.3.1 The Contractor shall initiate all work requests required for facilities furnished. Emergency requests shall be made to the Civil Engineering service call or emergency desk. Maintenance requests shall be submitted on AF Form 332. The FAC or contracting officer may dictate the requirements for preparation of AF Form 332.

5.8.11.3.2 The Contractor shall maintain a work request log in each facility. The log will record all service calls and AF Form 332 prepared for a facility. The log shall include the requested action, the time and date requested, the person making the request, the Civil Engineering control number, and the date the work was completed. For work not completed, the Contractor shall follow-up twice a month and shall record the results.

SUBSECTION C-1-6**CIVIL ENGINEERING/SERVICES****APPLICABLE PUBLICATIONS/FORMS**

6.1 GENERAL. Publications and forms applicable to this Statement of Work are listed below. The publications and forms have been coded as mandatory or guidance. The Contractor is obligated to follow those publications and use those forms coded as mandatory (that is, a specific procedure in a paragraph, section, chapter or volume). The Contractor shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in the Statement of Work. All mandatory publications and forms listed shall be provided by the Government at the start of the contract. Those listed for guidance are available for review and check out through the Base Publications Library. It is the responsibility of the Contractor to establish follow-on requirements with the Publications Distribution Office (PDO). Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. The Contractor shall immediately implement those changes in publications which result in a decrease or no change in the contract price. Prior to implementing any such revision, supplement, or amendment that will result in an increase in contract price, the Contractor shall submit to the Contracting Officer (CO) a price proposal and obtain the prior approval of the CO. Said price proposal shall be submitted within 30 calendar days from the date the Contractor receives notice of the revision, supplement, or amendment giving rise to the increase in cost of performance. Changes in the contract price due to supplements and amendments shall be considered under the "changes" clause. Failure of the Contractor to submit a price proposal within 30 calendar days from the date of receipt of any change shall entitle the Government to performance in accordance with such change at no increase in contract price. It is the Contractor's responsibility to ensure that all mandatory publications are posted and up-to-date. Upon completion of the contract, the Contractor shall return to the Government all issued publications.

6.2 INDEXES6.2.1. AIR FORCE INDEXES

NUMBER	MANDATORY/ TITLE	GUIDANCE
0-2	Numerical Index of Standard and Recurring Air Force Publications	M
0-4	Department of Defense, Joint Chiefs of Staff, and Interservice Publications and Air Force Acquisition Documents	G
0-9	Numerical Index of Departmental Forms	M
0-10	Management Control and Authorization Program for Table of Allowance and Allowance Source Codes for USAF Activities	M
0-12	Functional Index of Departmental Forms	M
0-14	Engineering and Miscellaneous Federal and Commercial Publications	M
0-16	Engineering Technical Letters (ETL)	M

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0-17	Air Force Occupational Safety and Health (AFOSH) Standards Department of Labor Occupational Safety and Health Standards (OSHA) and National Institute for Occupational Safety and Health (NIOSH) Publications	M
0-19	Air Force Energy Program Policy Memorandum (AFEPPM)	M

6.2.2. AETC INDEXES

NUMBER	TITLE	
0-2	Numerical Index of AETC Standard Publications	M
0-9	Numerical and Functional Index of AETC Forms	M

6.2.3. 17 TRW INDEXES

NUMBER	TITLE	
0-2	Numerical Index of 17 TRW Publications	M
0-9	Numerical Index of 17 TRW Forms	M

6.3 REGULATIONS, MANUALS, AND OTHER DIRECTIVES. The following regulations, manuals and other directives, as supplemented, are applicable to the requirements set forth in this contract. The most current referenced directives and supplements thereto are to be utilized in the pricing of this contract. If additional regulations are applicable or noted in the statement of work which are not listed below, they should be considered in pricing. The successful Contractor will be required to maintain the Technical Library at Goodfellow AFB and therefore, will be responsible for updating and utilizing changes to these directives as they occur.

6.3.1. AIR FORCE PUBLICATIONS

NUMBER	TITLE	GUIDANCE/ MANDATORY
AFR4-34	Management of Records	M
AFP4-36	Privacy Act Systems of Records	M
AFR4-61	Publication Libraries and Sets	G
AFR4-72	Procedural Guide for the Customer Account Representative and the Subaccount Representative	M
AFM4-148	Records Information Management System DSD: R019/RI, End User Manual	G
AFR5-1	Air Force Publications Management Program	G
AFR5-8	Preparing Air Force Publications	G
AFR6-	Policies, Procedures and Standards for Production and Procurement of Air Force Printing, Duplicating, Copying, and Microform	G
AFR8-1	AF Energy Program Policy Memorandum (AFEPPM)	G
AFR8-14	Air Force Occupational Safety and Health (AFOSH) Standards	M
AFP8-17	Technical Order (TO) Account Managers Pamphlet	G
AFR8-20	Air Force Construction Technical Letters (CTL)	M
AFR9-1	The Air Force Forms Management Program	M
AFR10-1	Preparing Written Communications	M
AFR11-1	USAF Glossary of Standardized Terms	G
AFR11-4	Host-Tenant Support Responsibilities of USAF Organizations	M

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AFR12-1	Air Force Records Management Program	M
AFR12-20	Management of Records	M
AFR12-50V1	Disposition of Air Force Documentation - Policies, Procedures, and Responsibilities	M
AFR12-50V2	Disposition of Air Force Records-Records Disposition Standards	M
AFR18-1	Air Force Energy Management	M
AFP18-5	Air Force Energy Plan	M
AFR19-1	Pollution Abatement and Environmental Quality	M
AFR19-2	Environmental Impact Analysis Process (EIAP)	M
AFR19-4	Use and Control of Off-Road Vehicles (ORV)	M
AFR19-5	Environmental Quality Control Handbook	M
AFR19-6	Air Pollution Control System for Boilers and Incinerators	M
AFR19-7	Environmental Pollution Monitoring	M
AFR19-8	Environmental Protection Committee and Environmental Reporting	M
AFR19-9	Interagency and InterGovernmental Coordination of Land, Facility and Environmental Plans, Programs and Projects	M
AFR19-10	Planning in the Noise Environment	M
AFR19-11	Hazardous Waste Management and Minimization	M
AFR19-14	Management of Recoverable and Usable Liquid Petroleum Products	M
AFR20-14	Management of Government Property in Possession of the Air Force	M
AFR28-3	USAF Operation Planning Process (FOUO)	G
AFR28-4	USAF Mobility Planning	G
AFM28-740, V1	Contingency Operation/Mobility Planning and Execution System (COMPES), General Information	G
AFR30-27	Smoking in Air Force Facilities	M
AFR30-30	Standards of Conduct	G
AFR34-3V8	Morale, Welfare, and Recreation Basic Responsibilities, Policies, and Practices - NAF Insurance Programs(PA)	G
AFR40-7	Non-Appropriated Funds Personnel Mgt	G
AFR40-735	Civilian Conduct and Responsibility	G
AFR50-5	USAF Formal Schools (Policy, Responsibilities, General Procedures, and Course Announcements)	G
AFM52-4	Special Purpose Vehicle Training Manual	G
AFR55-14	Operational Procedures for Aircraft Carrying Hazardous Materials	G
AFR55-30	Operations Security	M
AFR56-18	The Air Force Communications-Computer System Security Education, Training, and Awareness Program (ETAP)	G
AFM67-1	USAF Supply Manual	G
ALL VOLUMES		
AFR67-12	Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders	M
AFR67-23	Standard Base Supply Customer's Guide	G
AFR74-6	Product Quality Deficiency Report Program	G
AFM77-310V1	Vehicle Operations, Acquisition, Management, and Use of Motor Vehicles	M
AFR79-1	Industrial Labor Relations Activities	G
AFR85-2	Operations Management	M
AFR85-3	Paints and Protective Coating	M
AFR85-5	Maintenance and Operation of Cathodic Protection Systems	M
AFR85-8	Maintenance and Repair of Surface Areas	M
AFP85-9	Self-Help Guide	M
AFR85-10	Operation and Maintenance of Real Property	M

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AFR85-12V1	Operation and Maintenance of Central Heating Plant and Distribution Systems	M
AFP85-14	Commanders Facility Improvement Guide	M
AFM85-57	Engineered Performance Standards for Real Property Maintenance Activities Planner - Estimator's Instructor's Manual	M
AFM85-58	Planner-Estimators Class Exercises Workbook	G
AFP85-61	BCE Logistics Function	M
AFR86-1V1	Programming Civil Engineer Resources - Appropriated Fund Resources	G
AFR86-1V2	Programming Civil Engineer Resources - Nonappropriated Fund Resources	G
AFP87-8	Building Managers Handbook	M
AFR87-10	Removal of Installed Real Property Equipment From Excess Installations	G
AFR87-15	Army and Air Force Basic Real Estate Agreement	M
AFR87-16	Rental Rates and Charges for Quarters Supplied on a Rental Basis	G
AFR87-22	Utilization-Retention of Real Property	M
AFP88-1	Open Messes	G
AFM88-3CH1	Load Assumptions for Buildings	G
AFM88-3CH2	Concrete Structural Design for Building	G
AFM88-3CH4	Steel and Aluminum Structural Design for Buildings	G
AFM88-3CH5	Wood Structural Design for Buildings	G
AFM88-3CH8	Metal Roofing and Siding	G
AFM88-3CH12	Structural Design for Thin-Shell Roof Construction	G
AFM88-3CH15	Concrete Floor Slab on Grade Subject to Heavy Loads	G
AFM88-4CH5	Criteria for Air Force Clean Facility Design and Construction	G
AFM88-4CH9	Raised Floor Systems	G
AFM88-5CH4	Drainage for Areas Other Than Airfields	G
AFM88-5CH5	Backfill for Subsurface Structures	G
AFM88-5CH6	Dewatering and Ground Water Control	G
AFM88-6CH6	Standard Practices for Pavement Recycling	G
AFM88-6CH8	Standard Practices for Concrete Pavement	G
AFM88-6CH9	Bituminous Pavement Standard Practices	G
AFM88-7CH1	Rigid Pavements for Roads, Streets, Walks and Open Storage Areas	G
AFM88-7CH3	Flexible Pavements for Roads, Streets, Walks and Open Storage Areas	G
AFM88-7CH5	General Provisions and Geometric Design for Roads, Streets, Walks, and Open Storage Areas	G
AFM88-8CH3	Compressed Air	G
AFM88-3CH4	Plumbing	G
AFM88-3CH5	Non-Industrial Gas Piping Systems	G
AFM88-9CH1	Electrical Power Supply and Distribution	G
AFM88-9CH2	Electrical Design, Interior Electrical Systems	G
AFM88-9CH3	Electrical Design, Lightning and Static Electricity Protection	G
AFM88-14V1	Sanitary and Industrial Waste Water Collection-Gravity Sewer and Appurtenances	G
AFM88-14V2	Sanitary and Industrial Waste Water Collection-Pumping Stations and Force Main	G
AFM88-15	Air Force Design Manual-Criteria and Standards for Air Force Construction	G
AFM88-17CH3	Dust Control for Roads, Airfields and Adjacent Areas	G
AFR88-22	Structures to Resist the Effects of Accidental Explosion	G
AFR88-25	Military Family Housing Design and Construction Management	G
AFP88-26	Construction of Secure Conference Rooms	G

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AFP88-27	Cathodic Protection Testing and Instruments	G
AFR88-28	High Temperature Water Heating Systems	G
AFM88-29	Engineering Weather Data	G
AFM88-30	Children's Outdoor Play Areas	G
AFR88-31	Selecting Architect-Engineer Firms for Professional Services by Negotiated Contract	G
AFR88-33	Planning and Design of Outdoor Sports Facilities	G
AFM88-34	Field Engineers Handbook Expedient Methods	G
AFR88-36	Energy Monitoring and Control Systems	G
AFM88-37	Noise and Vibration Control for Mechanical Equipment	G
AFP88-38	Child Development Centers	G
AFP88-40	Sign Standards	G
AFP88-41	Interior Design	G
AFP88-42	Planning Guide for the Design of Dining Facilities	G
AFM88-43	Installation Design	G
AFR88-50	Criteria for Design and Construction of Air Force Health Facilities	G
AFP88-54	Design Guide for Arts and Crafts Center	G
AFR89-1	Design and Construction Management	M
AFR90-2	Annual Survey and Determination of Family and Bachelor Housing Requirements (PA)	G
AFI 32-6005	Unaccompanied Housing Management and Operations	G
AFP90-8	Worldwide Lodging Reservation Telephone Directory	G
AFMAN 34-603	Air Force Lodging Program	M
AFP 34-602	Government Quarters and Dining Facilities	G
AFM91-3	Facility Engineering, Electrical Exterior Facilities	G
AFR91-4	Operation and Maintenance of Electric Power Systems	M
AFR91-5	Utilities Services	M
AFM91-6	Maintenance and Operation of Gas Systems	M
AFR91-7	Operating and Maintaining Heating Systems	M
AFR91-8	Solid Waste Management	M
AFR91-9	Water Pollution Control Facilities	M
AFR91-10	Potable Water Supply and Treatment Facility	M
AFR91-12	Electrical Safe Practices	M
AFR91-13	Maintaining Plumbing Systems	M
AFR91-15	Snow and Ice Removal and Control	G
AFM91-16	Military Entomology Operational Handbook	M
AFM91-17	Electrical-Interior Facilities	M
AFM91-19	Weed Control and Plant Growth Regulation	M
AFR91-20	Gas Supply and Distribution	M
AFR91-21	Pest Management Program	M
AFR91-22	Aerial Dispersal of Pesticides	M
AFR91-24	Energy Management and Control System	M
AFR91-26	Maintenance and Operation of Water Supply, Treatment and Distribution Systems	M
AFR91-27	Corrosion Control Systems	M
AFR91-28	Maintenance of Airfield Visual Aid Facilities	G
AFM91-31	Maintenance and Repair of Roofs	M
AFM91-32	Operation and Maintenance of Domestic and Industrial Waste Water Systems	M
AFP91-35	Refrigeration, Air Conditioning, Evaporative - Cooling, and Mechanical - Ventilating Systems	M

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AFM91-36	Roof Management Program	M
AFM91-37	Maintenance of Fire Protection Systems	M
AFP91-38	Maintenance of Electrical Grounding Systems	M
AFR91-43	Maintenance Responsibilities for Air Force Grounding Systems	M
AFR91-45	Management of Electrical Power Plants and Generators	G
AFR91-46	Operation and Maintenance of Electrical Power Plants and Generators	G
AFR92-1	Fire Protection Program	M
AFR93-2	Contingency Response Planning	G
AFR123-2	Air Force Fraud, Waste, and Abuse (FWA) Prevention Detection	G
AFR125-37	The Installation and Resources Protection Program (FOUO)	M
AFR126-1	Conservation and Management of Natural Resources	M
AFR126-8	Landscape Design and Planting	G
AFP127-1V1	USAF Guide to Mishap Investigations	M
AFR127-2	The US Air Force Mishap Prevention Program	M
AFR127-4	Investigating and Reporting US Air Force Mishaps (PA)	G
AFR127-12	Air Force Occupational Safety, Fire Prevention and Health (AFOSH) Program	M
AFR127-100	Explosive Safety Standards	M
AFR140-1	Furnishings Management	G
AFI 34-901	Laundry Dry Cleaning and Linen Exchange	G
AFR144-1	Fuels Management	G
AFR144-16	Organization Fuel Tanks	G
AFP146-21	Energy Conservation for Airman Dining Facilities	G
AFR161-14	Swimming Pool and Bathing Areas	G
AFR161-34	Public Facility Sanitation	G
AFR161-44	Management of the Drinking Water Surveillance Program	G
AFP170-1	Resource Managers Handbook	G
AFM171-110	S1100 Technical Information Manual (TIM) DPI Management (Phase IV)	G
Vol 1		
AFM171-177	Air Force On-Line Data System (AFOLDS) System Command	
Vol 1 PH4	Language (SCL) and Retrieval Language: Computer Operations	
	P818/SY Manual (Phase IV)	G
AFM171-177	Air Force On-Line Data System (AFOLDS) Retrieval Sub-System:	
Vol 2 PH4	P818/SY, Computer Operations Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 1 PH4	F100/AT, System Management and Force Resources Management, Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2A,	F100/AT Overview Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS): F100/AT,	
Vol 2B	Systems Management and Force Resource Management, Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2C	F100/AT, Production Control, Labor Reporting, and Recurring Work, Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2D	F100/AT, Financial Management Subsystem, Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2E	F100/AT, Material Control Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2F	F100/AT, Real Property Accounting Sub-Systems, Users Manual	G
AFM171-200	The Base Engineer Automated Management System (BEAMS):	
Vol 2G	F100/AT, Pesticide Evaluation Summary Tabulations (PEST)	

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AFM171-200	Pavement Condition Indices (PCI) Subsystems, Users Manual	G
Vol 2H	Pesticide Evaluation Summary Tabulation (PEST) and Pavement	
AFI 34-209	Condition Indices (PCI) Subsystems, Users Manual	G
AFI 34-301	Nonappropriated Fund Financial Management and Accounting	G
AFR177-16	Nonappropriated Funds Personnel Management and Administration	G
AFR177-111	Administrative Control of Appropriations	G
AFR200-7	Reports of Survey for Air Force Property	M
AFR205-1	SCI Security System	G
AFR205-16	Information Security Program Regulation	M
AFR205-32	Computer Security Policy (FOUO)	M
AFR208-1	USAF Personnel Security Program (PA) (Supplements DOD 5200.2R)	M
AFR215-6	The US Air Force Anti-Terrorism Program	G
	Morale, Welfare and Recreation and Transient Lodging	
	Facility Requirements	G
AFR215-7	The Control, Procurement, Sale, and Use of Alcoholic Beverages	G
AFR355-1	Planning and Operations	M
AFR400-14	Precious Metals Recovery Program (PMRP)	M
AFR400-44	Air Force Corrosion Program	M
AFR400-50	Joint Operating Procedure Management and Standardization of	
	Mobile Electric Power Generating Sources	G
AFR400-54	Reporting of Item and Packaging Discrepancies	G
AFR700-18	Land Mobile Radio Systems Management	G
AFR700-20V1	Air Force Data Dictionary (Microfiche)	G
AFR700-26	Management of Small Computers	M
AFR900-4	The Air Force Suggestion Program	G

6.3.2. AETC AND 17 TRW PUBLICATIONS

AETCR0-2	Numerical Index of AETC Standard Publications	M
AETCR0-9	Numerical and Functional Index of AETC Forms	M
AETCR10-1	Address Indication Groups (AIG)	M
AETCR28-3	AETC War and Contingency Planning Process	G
AETCR50-3	Mobility Work Center Training Program	M
AETCR51-22	Learning Center Operations	G
AETCR55-2	AETC Contingency Operations	M
AETCR55-6	Contingency Operations and Exercises	M
AETCR55-11	Base Exercise Evaluation Team (BEET) Program	M
AETCR77-2	Management and Reporting of Vehicle Operation and Maintenance	
	Data	G
AETCR85-4	Inspection of Wood Roof Trusses	M
AETCR88-40	Base Exterior Sign Program and Building Graphics	M
AETCR91-2	Base Pavement Maintenance	M
AETCR91-3	Hoist, Crane, and Similar Devices	M
AETCR172-8	Funding Facilities Projects and Architect - Engineering Services	
	by Contract	M
17 TRWR55-1	Goodfellow AFB Contingency Operations	G

6.3.3. DEPARTMENT OF DEFENSE PUBLICATIONS

DIAM50-3	Physical Security Standards for Construction of SCI Facilities	G
DCID 1/21	Manual for Physical Security Standards for SCI Facilities	G
USAFINTEL	The Security, Use and Dissemination of SCI	G

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Dir201-1		
DODM 4000-25-1-S1	MILSTRIP Routing Identifier and Distribution Codes	M
DODM 4000.25	Department of Defense Activity Address Codes (Microfiche)	M
DODM 4000-25-6	Parts I and II	G
DODM 4000-25-7	Military Standard Billing System (MILSBILLS)	G
DODM 4140-25	Procedures for Management of Petroleum Products	G
DODR 4145-19	Storage and Warehousing Facilities and Services	M
DODR 4145.19-R-1	Storage and Materials Handling	M
DODM 4160.19	Handling DOD Automatic Data Processing Equipment Reutilization Manual	G
DODM 4160.21	Defense Utilization and Disposal Manual	G
DODM 4160.21-1	Defense Demilitarization Manual	G
DODR 4500-32V1	Policies and Procedures	G
DODR 4500-32-V2	MILSTAMP TACS - Military Standard Transportation and Movement Procedures - Transportation Account Codes	G
DODM 4525-6	DOD Postal Manual	G
DODM 5126.46	Defense Energy Information System (DEIS)	G
DODM 5220.22M	Industrial Security Manual	M
DODM 7200-10	Guidance for Accounting and Reporting of Government Property, Lost, Damaged or Destroyed	G

6.3.4. AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) STANDARDS

127-1	Walking Surfaces	G
127-2	Guarding Floor and Wall Openings/Holes	G
127-3	Fixed Industrial Stairs	G
127-4	Portable Ladders	G
127-5	Welding, Cutting and Brazing	G
127-6	Fixed Ladders	G
127-7	Scaffolding	G
127-9	Manually Propelled and Self-Propelled Mobile Work Platforms and Scaffolds (Towers)	G
127-12	Machinery	G
127-17	Interior Spray Finishing	G
127-20	Vehicle Maintenance Shop	G
127-31	Personal Protective Equipment	G
127-32	Emergency Shower and Eyewash Units	M
127-38	Hydrocarbon Fuels General	M
127-39	Fuel Servicing Operations	M
127-40	Fuels Storage Systems	G
127-42	Base Fuels Laboratories	G
127-43	Flammable and Combustible Liquids	M
127-45	Safety, Health, and Fire Prevention Signs and Tags	M
127-47	Vehicle-Mounted Elevating and Rotating Work Platforms	G
127-54	Agricultural Tractors and Implement Attachments	G
127-56	Fire Protection	M
127-64	Data Processing Facilities	G
127-66	General Industrial Operations	M
127-67	Liquid Nitrogen and Oxygen Safety	M
161-1	Respiratory Protection Program	G

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161-2	Industrial Ventilation	G
161-4	Exposure to Asbestos	G
161-6	General Sanitation	M
161-17	USAF Occupational and Environmental Hazards	G
161-21	Hazardous Communications	G
2077WC1-18	Vol I, (OSHA) 1910) General Industry Standards and Interpretations	G

6.3.5. TECHNICAL ORDERS - All Technical Orders (TO) are mandatory compliance. The TOs listed are those in the Index as of December 1991. Additional TOs are included in the requirements in functional areas' specific duties.

0-1-01	Numerical Index, Alphabetical Index, Cross Reference Table
00-4-6-1	Numerical Cross Reference Index
00-5-1	AF Technical Order System
00-5-2	Technical Order Distribution and Requisition System
00-5-18	USAF Technical Order Numbering System
00-20B-5	USAF Motor Vehicle and Vehicular Equipment Inspection
00-25-172	Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)
00-25-211	Repair Allowances and Replacement Criteria for Quarters Furniture, Equipment and Appliances
00-25-245	OPR Instr -- Testing and Inspection Procedures Personnel Safety and Rescue Equipment (WR-ALC)
00-35D-54	USAF Material Deficiency Reporting and Investigating System
00-110N-2	Radioactive Waste Disposal B52/F37A
00-110N-3	Requisition, Handling, Storage and Identification of Radioactive Material
11D1-1-111	Opn and Maint Instr -- Decontaminating Kit, Personal, M258A1
11D1-3-8-1	Opn, Maint and OVHL Instr with IPB -- Decontaminating Apparatus, Power Driven Portable Type
11H1-14-5-1	Opn Instr -- Paper, Chemical, Agent, VGH ABC-MB
14P3-1-7	OPN, SVCE, and RPR Instr -- Toxicological Protective Suit, Type M-3, M2 Apron
14P3-1-141	Operation and Maintenance Instruction - Ground Crew Chem-Defense Ensemble
14P4-1-151	Chemical-Biological Canisters and Filter Element - Procedures and Serviceability Lists
14P4-3-31	OPN, SVCE, USE, and RPR Instr -- Mask Protective Special PRP M9A1
14P4-9-31	OPN, SVCE, RPR Instr With IPB -- Protective Field Masks, M17, M17A1 and Accessories
14P4-15-1	Operation and Maintenance Instructions With IPB -- Chemical Biological Mask Type MCU-2/P, PN 864-01-1, -2, -3 (Scott) MCU-2A/P, PN 304907, 304908, 304909, 88115001-1, -2, -3 (Mine Safety Appl)
31-10-24	Installation Practices -- Comm Sys Grounding, Bonding and Shielding
31S9-1-101	Description, Selection and Application of Equip -- Interior Intrusion Detection System
31S9-2FSS9-1-2	Operator, Org, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tools List) -- Transceiver Ultrasonic Signal RT-1161/FSS-9(v) Processor, Ultrasonic Motion Signal
31S9-2FSS9-1-3	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tools List) -- Receiver Passive Signal, Ultrasonic R-1860/FSS-9(v) Processor Vibration Signal MX-9443/FSS-9(v)
31S9-2FSS9-1-4	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tools List) -- Detector Vibration Signal DT-546/FSS-9(v) Processor Vibration Signal MX-9442/FSS9(V)
31S9-2FSS9-1-5	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair

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31S9-2FSS9-1-6	Parts and Special Tool List) -- Switch Balanced Magnetic SA-1955/FSS-9(V) Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tool List) -- Sensor, Grid Wire DT-545/FSS-9(V)
31S9-2FSS9-1-7	Operator, ORG, Direct Support Maint MNL (Including Repair Parts and Special Tool List) -- Sensor, Capacitance Proximity, DT-548/FSS-9(V)
31S9-2FSS9-1-8	Operator, ORG, Direct Support and General Maint MNL (Including Repair Parts and Special Tool Lists) -- Switch Alarm Latching
31S9-2FSS9-1-9	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tool List) -- Alarm Audible
31S9-2FSS9-1-10	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tool List) -- Control Unit, Alarm Set C-9412/FSS-9(V)
31S9-2FSS9-1-11	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tool List) -- Cabinet Monitor, Type A CY 7359/FSS-9(V)
31S9-2FSS9-1-12	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tools List) -- Reciever, Data R-1861/FSS-9(V)
31S9-2FSS9-1-13	Operator, ORG, Direct Support and General Support Maint MNL (Including Repair Parts and Special Tools List) -- Magnetic Weapons Sensor (DT-547)
31S9-4-1-187	OPR, ORG and INTMD (Dir SPRT and GENL SPRT) Maint -- INSTL, OPR INSTR and Checkout Procedures for Joint Services
31S9-4-27-1	OPR, ORG, Direct Support, Gen Support and Intermediate Maint Manual -- Capacitance Proximity Sensor, Model DT-548()/FSS9(V)
31S-4-38-1	OPR, ORG, Intermediate, Direct Support and Gen Support Maint Manual Including Repair Parts and Special Tools List -- Alarm Set Control Unit, Model C-9412()/FSS-9(V)
32-1-101	Use and Care of Hand Tools and Measuring Tools
33K-1-100-2	Calibration Procedure -- TMDE Calibration Interval and Work Unit Code Reference Manual Technical Order (Only Available on Microfiche)
34-1-3	Inspection and Maintenance-Machinery and Shop Equipment
35C2-3-386-1	OPR, ORG, (DS and GS) Maint INSTR -- Generator Set, Gas ENG Driven, Skid Mounted Tubular Frame
35C2-3-386-4	ORD, DS, GS and Depot Maint Repair Parts and Special Tools List -- Generator Set, Gasoline Eng Driven 3KW, 3 Phase
35C2-3-402-1	OPR and SVC INSTR -- Generator Set, Trailer Mounted, MOD MB-
35C2-3-403-3	OVHL INSTR -- Generator Set, Trailer MOD MB-
35C2-3-403-4	IPB -- Gen Set, Trailer Mounted Models MB-
35C2-3-442-11	OPR and ORG Maint INSTR -- Gen Set Diesel ENG Driven, Tactical Skid MTD 100KW 3PH 4 Wire 120/208 and 240/416 Volts
35C2-3-442-14	ORG INTMD Field, DS, GS and Depot Level Maint Repair Parts and Special Tools List (RPSTL)
35C2-3-443-1	Operator/CREW and ORG Maint Instr -- Gen Set, Diesel Eng Driven, Tactical Skid MTD 200KW, 3-Phase, 4-Wire
35C2-3-443-2	Depot, INTMD (Field, DS and GS) Maint INSTR Gen Set, Diesel Eng Driven, Tactical, Skid MTD
35C2-3-443-4	MEP009AWF - AWE, NSN 6115-00-133-9104, Gen Set, Diesel Eng Driven, Tactical Skid MTD
35C2-3-444-1	OPR, ORG Maint INSTR -- Gen Set, Diesel Eng Driven Tactical Skid MTD
35C2-3-444-2	INTMD Field (DS and GS) and Depot Maint Instr -- Gen Set Diesel Engine Driven
35C2-3-444-4	INTMD, ORG, (FIELD, DS and GS) and Depot Maint Repair Parts and Special Tools List -- Gen Set, Diesel Eng Driven, Tactical Skid MTD
35F5-5-16-1	OPN, SVC and Repair INSTR With IPB -- TP-5A4-DC Floodlight Set
35F5-5-16-2	TCTO Series
35F5-5-16-4	IPB -- Floodlight Set, PN 8143004-10 MOD TP-5A4-DC (Over Lowe Co)

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36-1-27	USAF Vehicles, Materials Handling and Construction Equipment
36A12-8-1-5	Corrosion Preventive Treatment-Water Storage Tanks and Piping on Fire Protection Equipment
36A12-8-15-1	OPN, Maint and OVHL Instr -- Truck, Airfield Ramp, Fire Fighting
36A12-12-13-41	OPN INSTR -- Truck, Fire Fighting, Forcible Entry
36C-1-6	Safety Rules for OPR of Vehicular Equip Used In Material Handling, Construction and Site Clearing Equipment
36C3-4-12-1	OPN and Maint Instr -- Truck Mounted Crane, 20-Ton Models
36C3-4-12-4	IPB -- Truck Mounted Crane, 20 Ton, Models 48AF, 48AFW
36C9-2-17-2	Maint INSTR -- LW Motor Grader, Model 330, 330H and 440
36C9-2-17-4	Suppl P/C -- Motor Grader, Model 440, (Commercial MNL)
36C12-3-23-1	OPR INSTR -- Loaded, Scoop Type, Pneumatic Tires, Four Wheel Driven, 1-1/2 CY Bucket Model MF 33
36C25-3-10-1	Maint INSTR With P/C -- Road Sweeper, Towed Type 2-Way Sweeping Powered With Wisconsin VE-4 Eng, Grace Model MB-05
36C26-3-36-1	Owners Manual -- Massey Ferguson, Model MF-35 Government Tractor (Wheeled)
36C-1-4	Dielectric Testing of Insulated Aerial Manlift Devices
36M2-2-95-1	OPR and Maint INSTR -- Fork Lift Truck, 6,000 LB, Gasoline Torque Converter Model FJF-060 (BAKER)
36M2-2-97-1	OPN and Maint INSTR -- Forklift Truck, Models H60C-AF-44 Type 6K
36Y4-1-171	OPR, Maint and Storage -- Vehicle and Powered Ground Equipment Storage Batteries
37-1-1	General Operations and Inspection of Installed Fuel Storage and Dispensing System
38G2-90-1	OPR, Unit, DS and GS Maint MNL -- Engine, Gasoline, 6HP Mil Std Models, 4A032-1 Thru -4
38G2-90-14	ORG, DS and GS Maint, Repair Parts and Special Tool Lists -- Engine, Gasoline, 6HP, Mil STD Model 4A032-1-2
40A1-5-9-3	O/H INSTR -- Air Conditioner, Model HD-237/MPN-11C (GILFILLAN)
42A3-1-2	General Use of Cements, Sealing and Coatings
42B-1-23	Management of Recoverable and Waste Liquid Petroleum Products
42B5-1-2	Use and Handling and Maint INSTR -- Storage Type Gas Cylinders

6.3.6. PLANS - All plans identified in this paragraph are those plans in effect on contract start date. Plans marked (S) are classified SECRET.

AETC War Mobilization Plan (WMP) (S)	
Goodfellow War Mobilization Plan (S)	
Goodfellow CONUS Base Use Plan (S)	
Goodfellow Energy Plan	
Goodfellow Wartime Training Expansion Guide	
Goodfellow Change of Command Plan	
GAFB Mobility Plan	
GAFB OPLAN 28-5	Mobilization Plan
GAFB OPLAN 125-37	Resource Protection Plan
GAFB OPLAN 205	Ground Fuels Curtailment
GAFB OPLAN 355-1	Disaster Preparedness
GAFB OPLAN 702	BCE Contingency Response Plan
GAFB OPLAN 705	Spill Prevention and Response Plan
GAFB OPLAN 801	Medical Contingency Support Plan
GAFB OPLAN 851-YR	Disaster Casualty

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6.3.7. OTHER DIRECTIVES - Various directives are used in the operation of Goodfellow Air Force Base. Specific duties of the Statement of Work may identify the use of these and other required directives.

Title 49 (Oct 88) Code of Federal Regulations

MIL-F-8901E (Jul 80) Military Specification Filter Separator, Liquid Fuel: Filter-Coalesser Elements, Fluid Pressure: Inspection Requirements and Test Procedures

Federal Acquisition Regulation (FAR)

Department of Defense FAR Supplement (DFARS)

Air Force FAR Supplement (AFFARS)

Air Education and Training Command FAR Supplement (AETCFAR)

Defense Acquisition Regulation (DAR)

Air Education and Training Command Guide to Installation Excellence (AGIE)

Services Letters (SL)

6.4 GENERAL FORMS

6.4.1. AIR FORCE FORMS

AF Form 3	- Hazard Abatement Log Plan
AF Form 7	- Certification Stamp Issue and Declaration
AF Form 9	- Request for Purchase
AF Form 12	- Accountable Container Receipt
AF Form 15	- USAF Invoice
AF Form 36	- Supply Document Register
AF Form 55	- Employee Safety and Health Record
AF Form 80	- Files Maintenance and Disposition Plan
AF Form 82	- Files Disposition Control Label
AF Form 85	- Inventory Adjustment Voucher
AF Form 86	- Request for Cataloging Data/Action
AF Form 103	- Base Civil Engineering Work Clearance Request
AF Form 115a	- Register of Control Numbers
AF Form 116	- Request for Deviation from Security Criteria
AF Form 122	- MWR Division Locker Issue Record
AF Form 124A	- Multiline Publications/Forms Requisition
AF Form 126	- Custodian Request Log
AF Form 145	- Certificate of Destruction of Material
AF Form 155	- Base Stock Control Data Card
AF Form 162	- Suggestion/Evaluation and Transmittal
AF Form 171	- Request for Driver's Training and Addition to U.S. Government Driver's License
AF Form 173	- Record of Retention Interviews
AF Form 174	- Record of Individual Counseling
AF Form 191	- Ammunition Disposition Report
AF Form 195/195a	- Individual Mandatory Clothing Check
AF Form 198	- Report of Survey for Air Force Property
AF Form 250	- Material and Receiving Inspection Report
AF Form 269	- Electrical Facilities Safe Clearance
AF Form 291	- Unaccompanied Quarters Assignment-Termination Record
AF Form 310	- Document Receipt and Destruction Certificate
AF Form 327	- Base Civil Engineering Work Order
AF Form 332	- BCE Work Request
AF Form 355	- Application for Civilian Identification Card
AF Form 405	- Obligation Authority

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AF Form 451	- Request for Packaging Services
AF Form 457	- USAF Hazard Report
AF Form 465	- Bench Stock Inventory
AF Form 487	- Emergency Generator Operating Log (Inspection Testing)
AF Form 500	- Daily and Weekly Fuel Record
AF Form 538	- Personal Clothing and Equipment Record
AF Form 597	- ADPE Maintenance Record
AF Form 598	- EAM Daily Utilization
AF Form 600	- Equipment Control Register
AF Form 601	- Equipment Action Request
AF Form 614	- Charge Out Record
AF Form 646	- US Air Force Pest Management Program Review
AF Form 673	- Request to Issue Publication
AF Form 759	- Bulk Fuels Storage Computation
AF Form 761	- Bulk Fuels Peacetime Stockage Objective
AF Form 764a	- Requisition and Requirement Request
AF Form 824	- Daily Fuels Request and Servicing Log
AF Form 833	- Request for Audio Visual Services
AF Form 904	- Daily Linen Transaction
AF Form 905	- Linen Exchange Inventory Report
AF Form 1000	- Suggestion
AF Form 1032	- WRM Spares List
AF Form 1081	- BCE Work Request/Work Order Register
AF Form 1109	- Visitor Register
AF Form 1135	- BCE Real Property Maintenance Report
AF Form 1208	- Charge Out Record - EAM Card
AF Form 1231	- Record of Receipts
AF Form 1232	- Bulk Fuel Issue/Defuel Summary
AF Form 1233	- Bulk Storage Summary
AF Form 1234	- Refueling Unit Inventory
AF Form 1236	- Daily Service Station Summary
AF Form 1237	- Inventory (Fuels/Missile Propellants)
AF Form 1252	- USAF Vehicle Serv-O-Plate
AF Form 1252a	- USAF Vehicle Serv-O-Plate
AF Form 1256	- Certificate of Training
AF Form 1295	- USAF Ground Fuel Identaplate
AF Form 1295a	- USAF Ground Fuel Identaplate
AF Form 1297	- Temporary Issue Receipt
AF Form 1348-1	- DOD Release/Receipt Document
AF Form 1355	- Alarmed Facilities Access Authorization
AF Form 1382	- Request for Review of Publications and/or - Forms
AF Form 1445	- Material and Equipment List
AF Form 1469	- Material Cost Transfer for BEAMS
AF Form 1492	- Danger Tag
AF Form 1500	- ADP General Purpose Card
AF Form 1530	- Punch Card Transcript
AF Form 1734	- BCE Daily Work Schedule
AF Form 1768	- Staff Summary Sheet
AF Form 1800/1807	- Operator's Inspection Guide and Trouble Report
AF Form 1828	- Vehicle Historical Record
AF Form 1865	- Operating Gain/Loss Report
AF Form 1879	- BCE Job Order Record

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AF Form 1983-2	- Transaction Register
AF Form 1991	- General Purpose Creation
AF Form 1994	- Fuels Issue/Defuel Document (DOD)
AF Form 1996	- Adjusted Stock Level
AF Form 2000	- Assembler Coding Worksheet
AF Form 2004-1	- Supply Remote Data
AF Form 2005	- Issue/Turn-In Request
AF Form 2006	- Tape Utilization Log
AF Form 2009-1	- Manual Supply Accounting Record
AF Form 2011	- Base Supply Special ADPM Work Request
AF Form 2032	- Inspection Extension
AF Form 2419	- Routing and Review of Quality Control Report
AF Form 2420	- Quality Control Inspection Summary
AF Form 2426	- Training Request and Completion Notification
AF Form 2432	- Key Issue Log
AF Form 2519	- All Purpose Checklist
AF Form 2530	- Alarm System Test Record
AF Form 2583	- Request for Personnel Security Action
AF Form 2586	- Unescorted Entry Authorization Certificate
AF Form 3211	- Customer Comment Card
AF Form 3215	- Communications-Computer Systems Requirements Document
AF Form 3510	- Automatic Transfer Switch Inspection/Maintenance Report

6.4.2. AIR FORCE TECHNICAL ORDER (AFTO) FORMS

AFTO Form 9b	- Radioactive Material Warning (Label)
AFTO Form 22	- Technical Order System Publication Improvement Report and Supply
AFTO Form 32	- Technical Order Binder Label
AFTO Form 36	- Maintenance Record for Security Type Equipment
AFTO Form 39	- Fuel System Discrepancy and Inspection Record
AFTO Form 91	- Limited Technical Inspection - Motor Vehicles
AFTO Form 95	- Significant Historical Data
AFTO Form 11C	- Technical Order Distribution Record
AFTO Form 110A/B	- Technical Order/Redistribution Record Part III and Part IV Continuation
AFTO Form 131	- Technical Order Index Routine and Annual Check
AFTO Form 150	- Base Fuels Sampling and Testing Record
AFTO Form 152	- Chemical Defense Ensemble Inspection Record
AFTO Form 176	- Cryogenics Materials Samples
AFTO Form 187	- TCTO/Technical Order Publications Requirement Table
AFTO Form 244	- System Equipment Status Record
AFTO Form 246	- Sample Identification and Control Label/Oxidizer
AFTO Form 247	- Sample Identification and Control Label/Fuel
AFTO Form 276	- Special Requisition for AF Technical Order/CPIN
AFTO Form 350	- Repairable Item Processing Tag
AFTO Form 371/374	- Operator's Inspection Guide and Trouble Report
AFTO Form 475	- Fuels and Lubricant Sample Tag

6.4.3. DEPARTMENT OF DEFENSE (DD) FORMS

DD Form 173-2	- Joint Message Form
DD Form 250	- Material Inspection and Receiving Report
DD Form 362	- Statement of Charges for Government Property Lost, Damaged or Destroyed

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DD Form 518	- Accident Identification Card
DD Form 577	- Signature Card
DD Form 626	- Motor Vehicle Inspection - (Transporting Hazardous Material)
DD Form 844	- Requisition for Local Duplicating Service
DD Form 1070	- Termite and Wood Decay Inspection
DD Form 1131	- Cash Collection Voucher
DD Form 1149	- Requisition and Invoice/Shipping Document
DD Form 1155	- Order for Supplies and Services
DD Form 1342	- DOD Property Record
DD Form 1348-1	- DOD Single Line Item Release/Receipt Document
DD Form 1348-6	- DOD Single Line Item Requisition System Document (Manual - Long Form)
DD Form 1392	- Data Message Form
DD Form 1532	- Pest Management Report
DD Form 1532-1	- Pest Management Maintenance Record
DD Form 1574	- Serviceable Tag - Materiel
DD Form 1575	- Suspended Tag - Materiel
DD Form 1576	- Test/Modification Tag Materiel
DD Form 1577	- Unserviceable (Condemned) Tag Materiel
DD Form 1577-2	- Unserviceable (Repairable) Tag Materiel
DD Form 1610	- Request and Authorization for TDY Travel of DOD Personnel
DD Form 1896	- Jet Fuel Identaplate
DD Form 2085	- Unaccompanied Personnel & Housing Inventory & Utilization Data

6.4.4. STANDARD FORMS (SF)

SF 21	- Cross References
SF 44	- Purchase Order - Invoice Voucher
SF 65b	- US Government Messenger Envelope (9 1/2 x 12)
SF 65c	- US Government Messenger Envelope (12 X 16)
SF 91	- Operator's Report of Motor Vehicle Accident
SF 135	- Records Transmittal and Receipt
SF 361	- Transportation Discrepancy Report
SF 364	- Report of Discrepancy (ROD)
SF 700	- Security Container Information
SF 701	- Activity Security Checklist
SF 702	- Security Container Checklist
SF 704	- SECRET Cover Sheet
SF 705	- CONFIDENTIAL Cover Sheet
GSA Form 274 Optional	- Equipment Warranty

6.4.5. AIR TRAINING COMMAND (AETC) FORMS

AETC Form 515	- Unaccompanied Housing Utilization Report
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TECHNICAL EXHIBITS
FOR
CIVIL ENGINEERING

TECHNICAL EXHIBIT 1a

CIVIL ENGINEERING

SUMMARY OF CONTRACT STANDARDS

1. SUMMARY OF CONTRACT STANDARDS. The Summary of Contract Standards charts, at the end of this exhibit:

1.1. List those SOW requirements (column 1) which are used to evaluate the Contractor's performance. The absence from this Summary of Contract Standards of any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the Government under any other provision of the contract, including the clauses entitled "Inspection of Services" and "Default".

1.2. Summarize the SOW standard of performance for each listed service (column 2). The Contractor is responsible for performing a listed service in accordance with all standards of performance for that service set forth in the SOW, even if one or more standards of performance for a listed service are omitted from the Summary of Contract Standards.

1.3. In the presence or absence of any other standard of compliance, the Contractor shall perform all work in accordance with the best commercial standards for the commercial civil engineering industry.

1.4. Set forth the maximum allowable deviation from the standard for each listed service, (column 3), that may occur before the Government will invoke the quality assurance procedures.

1.5. Set forth the primary surveillance methods the Government will use to evaluate the Contractor's performance in meeting contract requirements (column 4).

2. GOVERNMENT QUALITY ASSURANCE. Contractor performance will be compared to the contract standards using the Quality Assurance Surveillance Plan (QASP).

2.1. The Government may use a variety of surveillance methods to evaluate the Contractor's performance. The methods of surveillance that may be used are:

2.1.1. Random Sampling.

2.1.2. Periodic surveillance (checklist) of output items (daily, weekly, monthly, quarterly, semiannually, or annually) as determined necessary to assure a sufficient evaluation of Contractor performance.

2.1.3. Management Information System reports results.

2.1.4. Customer Complaints.

3. EVALUATING PERFORMANCE. When the number of defects found by the QAE during contract surveillance exceeds the maximum allowable degree of deviation from the standard, (column 3), a Contract Discrepancy Report (CDR) shall be completed. The Contractor shall explain, in writing, why performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. The Contracting Officer will evaluate the Contractor's explanation and determine if appropriate action is necessary, to include termination of the contract for default.

REQUIREMENTS SUMMARY

SUBSECTION C-1

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE
RS-1 Attend and Conduct Meetings C-5.2.1.1, C-5.2.1.2, C-5.3.1.6.	A responsible member will attend all meetings of base activities involving Civil Engineering Ops interests where Ops is the OPR. Provide agendas two work days in advance to attendees and develop any visual aids necessary to conduct the meeting.	1 missed meeting Lot is the number of scheduled meetings during the month requiring Civil Engineering Operations personnel.	Customer Complaint
RS-2 Customer Service C-5.3.1	Provide Production Control that is Professional and Courteous at all times.	0 Defects Lot is number of calls received or verbal requests taken monthly.	Customer Complaint
RS-3 Provide Production Control and Related Functions for Verbal Requests C-5.3.1.1.	Provide Production Control that properly classifies work IAW C-5.3.1.1.	1 Defect Lot is number of work orders processed through service calls or verbal requests taken monthly.	Random Sampling
RS-4 Provide Production Control and Related Functions for Written Requests C-5.3.1.5.2, C-5.3.1.5.3, C-5.3.1.5.5.	Provide Production Control having an average turn around time, date of request to date of receipt by customer of work order approval/nonapproval, 2 weeks or less and the proper classification of work.	1 Defect Lot is number of written work requests received in a month.	Random Sampling
RS-5 Control & Issue 2-way Radios C-5.3.1.2.	Ensure sufficient number of 2-way radio batteries are adequately charged to keep all CE radios operational at all times.	0 Defects Lot is number of radios in CE during the month.	Checklist

SUBSECTION C-1

RS-6 Manage all assigned Civil Engineering vehicles C-5.3.1.7.	Manage and properly care for all assigned vehicles IAW AFM 77-310.	1 Defects Lot is number of Civil Engineering vehicles listed in Government Furnished Equipment, Vehicles and Facilities.	Customer Complaint
RS-7 Analyze Work order variances. C-5.3.1.9.	Conduct an analysis of all work orders having a 10% or greater difference between planned and estimated hours, and providing a copy of the analysis to the QAE, within one week of receipt of Work Order Variance Report	1 Defect Lot is number of completed, planned work orders for the month.	Checklist
RS-8 Material Control Function. C-5.3.2., C-5.3.2.1.	Provide Material Control Support all CE functions Items are requisitioned and stored IAW AFM 67-1, AFR 85-61 and DODR 4145.19. Average Days to Firm shall not exceed 2 days. Notification of Material Complete Work Orders must be tracked to other than Material Control NLT 2 days.	0 Defects Lot is number of transactions per month.	Management Information System
RS-9 Maintain Store Stock C-5.3.2.4.1.	Provide store stock to insure material is on hand to perform required maintenance.	4 Defects Lot is number of line items in Store Stock.	Random Sampling
RS-10 Maintain Appliance Back-Up Stock. C-5.3.2.5.	Provide a specified percentage of total appliances on hand as back-up stock.	0 Defects Lot is a specified percentage of appliances as stipulated in AETC policy letter.	Checklist
RS-11. Maintain a Self-Help/U-Fix-Store C-5.3.2.7.	Establish, maintain and operate a store IAW AFP 85-61, AFP 85-9 and AFM 67-1 series directives	2 Defects Lot is the number of customers serviced monthly.	Customer Complaint

SUBSECTION C-1

RS-12. Planning Work. C-5.3.3., C-5.3.3.4.	Provide work plans to ensure ordering of proper materials and craftsmen have proper details to complete the job within 10% of estimates.	0 Defects Lot is number of work orders completed monthly.	Checklist
RS-13. Perform Service Calls. C-5.3.4. C-5.4.	Maintain real property to a standard commensurate with design criteria and accepted industry standards.	2 Defects Lot is number of Emergency, Urgent, Routine, & Minor Construction unplanned work orders completed in a month.	Random Sampling
RS-14. Maintain Command Un- planned Work Order Standards. C-5.3.4. C-5.1.10.3.	Maintain a completion rate that meets or exceeds command standards for unplanned work orders.	0 Defects Lot is number of unplanned work orders in a month.	Management Information System
RS-15. In- Service Work Management. C-5.4.	Provide economical maintenance and repair of facilities. Work shall meet all State codes and accepted industry standards.	1 Defect Lot is number of planned work orders completed in a month.	Checklist
RS-16. Main- tain Command Planned Work Order Standards. C-5.4. C-5-1.10.2.	Maintain a completion rate that meets or exceeds command standards for programmed work orders.	0 Defects Lot is number of planned work orders programmed and inserted in a month.	Checklist
RS-17 Perform RWP C-5.4.	Perform Recurring Work to a level commensurate with industry standards and manufacturers data.	3 Defects Lot is number of RWP items monthly.	Random Sampling
RS-18 Maintain RWP Command Standards. C-5.4. & C-5.1.10.4	Maintain a Completion Rate that meets or exceeds the command standard for critical and non-critical RWP.	0 Defects Lot is number of RWP items scheduled monthly.	Management Information System

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RS-19 Maintain Utilities. C-5.4.1., C-5.4.8., C-5.4.10., C-5.4.11.	Maintain all utilities systems.	1% Lot is total hours utilities are provided monthly.	Checklist
RS-20 Maintain Emergency Power Units. C-5.4.2,	Generators shall be maintained.	1% Lot is total number of times units are required to operate during the month.	Checklist
RS-21 Maintain Training Records C-1.2.4 and C-1.2.4.2.	Maintain and keep current all training records.	2 Defects Lot is total number of required training records excluding environmental.	Checklist
RS-22 Maintain Environmental Training Records. C-1.2.4 and C-1.2.4.2.	Maintain and keep current all environmental training records.	0 Defects Lot is total number of required Environ- mental training records.	Checklist
RS-23 Satellite Accumulation Point Mgmt. C-1.12.3.8.	Proper management of Satellite Accumulation points IAW applicable requirements.	0 Defects Lot is number of satellite accumulation points.	Checklist

TECHNICAL EXHIBIT 2a**CIVIL ENGINEERING****WORKLOAD ESTIMATES**

1. Facilities: The below listed facilities are located on Goodfellow AFB and the Goodfellow Recreation Area, and shall be maintained under this contract. These facilities are listed below by Zone of assignment, Facility number, Square footage, year of construction, and usage. Use codes are: A-administrative, C-ceremonial, D-dormitory, E-equipment, F-food preparation/service, H-family housing, L-latrine, M-maintenance, P-vehicle parking, R-recreational, S-storage, T-training, BS-bus stop shelter, CC-child care, CS-cold storage, HC-health care, HS, hazardous storage, PA-public assembly, RE-religious education, SS-sales store, WT-water tank. (NOTE: Asterisks denote contractor response to emergency calls but reimbursed by *Department of Transportation (DOT) and ** 1st Community Federal Credit Union).

a. Zone 1

<u>Facility Number/Use</u>	<u>Square Footage</u>	<u>Year of Const</u>	<u>Facility Number/Use</u>	<u>Square Footage</u>	<u>Year of Const</u>
2/R	1275	1942	201/S	15266	1941
4/T	N/A	1969	205/A	904	1953
7/L	25	1970	208/BS	72	1989
*99/A-P	1183	1978	213/SS	57154	1988
101/A	2436	1941	216/CS	12604	1941
102/R	568	1986	222/SS	56409	1989
103/S	216	1943	226/R	120	1983
104/A	2800	1988	227/A-T	6683	1941
106/A	2891	1941	238/D	20486	1976
107/R	3586	1943	239/D	20486	1976
108/R	14473	1943	240/D	20486	1976
109/R	7770	1987	241/D	21579	1972
111/S	121	1983	242/D	21579	1972
112/A	7140	1952	243/D	10529	1972
113/A	2029	1943	246/A	2064	1988
116/C-S	576	1990	250/D	23472	1984
121/R	1125	1990	251/R	5761	1984
122/E-M	178	1986	252/D	25705	1984
123/R	3872	1956	254/R	906	1987
124/R-P	5000	1993	255/D	25705	1984
127/F-R	19599	1941	256/R	5761	1984
128/C	N/A	1986	257/D	23472	1984
129/A	3282	1941	258/A	2064	1987
134/A	1292	1941	300/A	3797	1941
135/A	2929	1942	303/F	2692	1991
137/A	1986	1941	308/A	8414	1954
139/A	2496	1988	318/A	3335	1943
141/A-M	2166	1943	319/R	144	1992
142/R	144	1992	320/A-T	11911	1943
Facility	Square	Year of	Facility	Square	Year of

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<u>Number/Use</u>	<u>Footage</u>	<u>Const</u>	<u>Number/Use</u>	<u>Footage</u>	<u>Const</u>
143/A	2992	1941	330/A	2129	1941
144/A	3160	1941	334/F	19937	1987
145/A	9821	1941	335/R	308	1987
146/A-E	2848	1977	336/R	308	1987
153/R	144	1992	700/D	59760	1989
154/PA	4225	1941	701/A	4958	1989
155/CC	3937	1941	702/D	15738	1989
158/A	13495	1941	703/E-M	133	1986
159/C	N/A	1941	705/R	1378	1954
175/RE	6020	1941	707/A	4702	1942
709/M	756	1989	803/P-S	652	1948
711/D	34600	1989	804/H	1549	1943
712/R	8147	1993	805/H	1899	1943
717/M	2369	1949	806/H	3320	1943
723/F-R	15000	1990	810/R	568	1986
725/A-M	3763	1942	812/PA	11400	1970
726/S	322	1941	**818/A	5005	1972
727/R	400	1989	900/T	6591	1943
731/A-S	2562	1942	901/T	4105	1943
732/A-M	602	1943	902/C	N/A	1986
733/M	5350	1942	903/R	1840	1988
734/A	1628	1942	904/M-SS	2113	1953
735/M	2839	1942	906/CC	7575	1974
736/S	10820	1986	910/D	16009	1972
737/S	654	1943	920/H	1625	1987
738/WT	400KGI	1950	922/H	1625	1987
739/S	3130	1951	924/H	2525	1987
740/M	1310	1941	929/R	144	1992
741/M	438	1971	1000/S	809	1963
742/M	450	1975	1001/HC	48992	1978
743/M	108	1976	1003/P	1012	1978
744/S	450	1975	1005/R	360	1984
745/S	140	1976	1007/A	1800	1988
750/E	150	1984	1009/E	185	1988
752/S	1843	1990	3004/C	N/A	1990
800/R	8926	1963	3009/R	300	1986
801/A	11661	1943	3012/A	132	1988
802/P-S	989	1948			

b. Zone 2

337/A	14781	1957	447/A-T	9135	1977
339/A	3030	1941	448/A-T	56400	1984
340/R	14547	1943	449/R	360	1992
341/BS	72	1989	501/T	53015	1954
356/D	26768	1972	502/E	100	1978
401/D	25259	1957	503/E	512	1978
Facility	Square	Year of	Facility	Square	Year of
<u>Number/Use</u>	<u>Footage</u>	<u>Const</u>	<u>Number/Use</u>	<u>Footage</u>	<u>Const</u>

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409/D	25542	1957	504/A-M	1238	1953
410/S	9705	1941	505/SS	1025	1992
414/A	2050	1943	507/E	197	1943
420/A	3420	1992	508/A	960	1987
421/S	10426	1942	509/S	1335	1990
423/S	9000	1942	510/E	364	1944
425/R	425	1991	511/S	2122	1968
431/S	17321	1943	512/S-M	1200	1992
433/A	1500	1942	513/HS	337	1979
434/A	2344	1942	514/HS	337	1979
435/A	2284	1942	515/HS	892	1979
436/A	1828	1943	517/A	1159	1987
443/S	20656	1942	518/E	204	1986
519/T	106957	1974	613/H	4965	1941
520/E	2988	1974	614/H	4965	1941
521/T	32648	1986	616/H	6017	1941
522/R	2600	1988	617/H	4965	1941
523/T	76600	1986	618/H	4965	1941
525/T	53991	1989	619/H	6017	1941
527/A	156	1989	620/H	6017	1941
528/C	N/A	1991	621/H	4965	1941
530/A-T	124848	1987	622/H	4965	1941
531/E	120	1988	623/H	6017	1941
535/R	400	1991	624/H	6017	1941
601/H	4965	1941	625/H	4965	1941
602/H	6017	1941	3510/A	168	1988
603/H	6017	1941	3160/S	475	1990
604/H	4965	1941	3298/HS	1046	1990
605/H	4965	1941	3303/A	7254	1988
606/H	6017	1941	3305/A	9590	1988
607/H	6017	1941	3307/D	43746	1988
608/H	4965	1941	3311/D	63222	1988
609/H	4965	1941	3327/R	430	1990
610/H	6017	1941	3420/M	26570	1990
611/H	6017	1941	3530/S	1035	1990
612/H	4965	1941			

c. Heavy Repair Section (Recreation Camp Facilities, Pump House at Concho River (1156), and Protective Cover at Firing Range (50100).

57001/R	1072	1956	57009/R	3648	1984
57003/R	2464	1956	57011/R	1111	1988
57004/R	102	1956	57012/R	189	1941
57005/R	600	1956	57015/C	N/A	1989
57006/R	208	1961	1156/E	100	1953
57007/R	869	1970	50100/P	1820	1942

1.1 FACILITIES UNDER CONSTRUCTION/PLANNED CONSTRUCTION. The following is a list of buildings currently in various stages of planning or construction and may be completed by, or shortly after, contract start.

Zone 1	136/R	28500	1995	Zone 1	3215/F	16400	1993
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Zone 1	140/RE			Zone 2	533/E	14110	1992
Zone 1	223/CS	6300	1993	Zone 2	3321/T	11200	1993
Zone 1	915/R	7600	1993	Zone 2	3323/T	10000	1993
Zone 1	3453/T	139000	1993	Zone 2	3340/T	1403	1993
Zone 1	3200/D	97700	1993	Zone 2	3519/A-M	44900	1995

2. WORK ORDERS: A historic sampling of monthly work orders to maintain facilities and utilities on Goodfellow AFB and the Goodfellow Recreation Area are as stated.

<u>SHOP</u>	<u>EMERGENCY</u>	<u>URGENT</u>	<u>ROUTINE</u>	<u>PLANNED</u>
Pavements	1	6	53	2
Carpenter	18	187	399	4
Plumbing	8	279	249	4
Sheet Metal	1	10	73	2
HVAC	30	517	293	1
Electronics & Controls	7	187	64	1
Interior Elect	5	149	186	3
Exterior Elect	1	5	44	2
Power Production	6	13	30	1
Pest Management	0	2	118	0
TOTAL	77	1355	1509	20

3. Following are historical units of count for various systems requiring maintenance by the Operations Function. Work associated with these counts relate directly to task 5.4, Subsection C-1-5a.

<u>TASK</u>	<u>TYPE OF SYSTEM</u>	<u>UNIT OF COUNT</u>
5.3.1	Portable Radios	23
5.4.1	Transformers	234
5.4.1	Overhead Power Lines	160,000 LF
5.4.1	Underground Lines	100,000 LF
5.4.1	Substation/Switching Station	1
5.4.1	Exterior Lights	1,690
5.4.1	Traffic Lights	5
5.4.2	Emergency Generators	
	Diesel	14
	Gas	4

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5.4.3	Liquid Fuel System	Cannot provide data at this time. Workload will be to support the Fire Training commencing approximately Aug 94.
5.4.4	Grounding & Lightning Protection Systems	12,400 LF
5.4.5	JSIIDS Alarm System Control Units	124
5.4.5	Infra-Red Motion Detectors, Balanced Magnetic Switches, Vibration Detectors, and Ultrasonic Motion Detectors	1,878
5.4.5	Air Conditioning Alarms	8
5.4.6	EMCS (4 buildings)	287 total points
5.4.6	Loadshed Computer	155 Radio Receiver Switches
5.4.7	Automatic Transfer Panels	9
5.4.7	Sewage System	6
5.4.7	Sewage Lines	73,703 LF
5.4.7	Lift Stations	10
5.4.7	Main Connections	550
5.4.7	Oil Separators	10
5.4.8	Pump Stations	4
5.4.8	Water Treatment Equipment	Located in Bldgs 510 & 743
5.4.8	Water Storage Tanks	1 Water Tower 2 Retention Ponds 1 Reservoir
5.4.8	Installation Water Lines	306,666 LF
5.4.8	Water System Valves	2,100
5.4.8	Swimming Pools	2
5.4.8	Water Distribution System	4 Transceivers & computer terminal
5.4.9	Cathodic Protection System	1 (located on Water Tower)
	Acres of Land	1,116
	Improved Grounds	170
	Semi-Improved Grounds	131
	Unimproved Grounds	594
	Grounds Under Bldgs/Pavements	221
5.4.10	Gas Distribution System	73,559 LF
5.4.11	Fire Alarms	91
5.4.11	Wet Pipes	27
5.4.11	Halon Systems	6 ea/100 total detectors
5.4.11	Air Conditioning	
	Over 100 Tons	10
	25-100 Tons	28
	5-25 Tons	73
	Less than 5 Tons	48
	Window Units 1-7 Ton	35
	A/C Plant, Building	3
	A/C FR Cen Plant	15
5.4.12	Facility Interior	375 w/o per month

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5.4.13	Facility Exterior	154 w/o per month
5.4.14	Pavements	
	Driveways	24,302 SY
	Roads	485,571 SY
	Parking	255,134 SY
	Sidewalks	41,661 SY
5.4.15	Painting	75 w/o per month
5.4.16	Drainage	
	Curbs/Gutters	126,288 LF
	Storm Drains	70,426
5.4.17	Fences	
	Security	16,434 LF
	Interior	8,787 LF
	Boundary	39,172 LF
5.4.18	Grounds Maintenance - (See TE 10a)	
5.4.20	Signs (Fabricate/Maintain)	5 per week
5.4.21	Locksmith Calls	3 per day

4. Entomological Services. The following is estimated workload for entomology based on historical data. Workload is furnished by paragraph number from Subsection C-1-5a.

5.4.19.4.1.1.	Household Pest Control MFH	99 Units on Base
5.4.19.4.1.2.	Change of Occupancy	45 per year
5.4.19.4.2.	Eating Establishments	Bldg 127 - NCO Club Bldg 303 - Burger King Bldg 334 - Dining Facility Planned Dining Facility Bldg 723 - Officers' Club Bldg 906 - Child Care Center 7 inspections per week
5.4.19.4.3.	Unscheduled Pest Cont Svs	The Contractor shall be responsible for all insects, spiders, ticks, ants, roaches, wasps, webworms, fleas, flies, termites, bees, silverfish, crickets, bagworms, gnats, aphids, mice, caterpillars, & scorpions for any facility or dumpster listed on the Real Property Listing. 15 Work Orders per month
5.4.19.4.4.	Termite Pretreatment	1,000 SF or less - 2 per year over 1,000 SF - 2 per year 4 Work order per year
5.4.19.4.5.	Wood Infestation Inspection	All buildings listed in para 1 of this Technical Exhibit shall be inspected annually. 200 inspections per year
5.4.19.4.5.1.	Reporting	Total reports prepared = 200
5.4.19.4.6.	Stored Products Pest Control	Services shall be conducted as required

SUBSECTION C-1

		for the following sites: Bldg 127 - NCO Club Bldg 201 - Hsng Spt Stge Fac Bldg 213 - Commissary Bldg 216 - Hsng Spt/Storage Bldg 222 - Base Exchange Bldg 303 - Burger King Bldg 410 - Whse Sup BSE Bldg 723 - Officers' Club Bldg 736 - BE Stge Cv Fac Bldg 739 - BE Stge Shed 15 Work orders per month
5.4.19.4.7.	Disease Vector Control	
5.4.19.4.7.1.	Mosquito Fogging	GAFB (Semi-Improved & Improved Areas) Approximately 304 Acres Lake Nasworthy MFH 40 Acres Lake Nasworthy Rec Camp 15 Acres as required.
5.4.19.4.7.2.	Fly Control	58 Fly control areas
5.4.19.4.8.1.	Provide Pest Control	Trees - 2,178 Shrubs - 1,329
5.4.19.4.8.2.	Mechanical Control of Bagworms & Tent Caterpillars	Trees - 2,178
5.4.19.4.9.	Animal Control	Approximately 5 W/Os per month
5.4.19.4.10.	Vegetation Control	Acreage - 316 Fence, Boundary - 36,672 LF Fence, Interior - 6,806 LF
5.4.19.4.11.	Carcass Disposal	Approximately 2 W/Os per month

5. Completion times for work orders are as follows:

EMERGENCIES	48 hours
URGENT	5 days after receipt of material
ROUTINE	30 days after receipt of material
PLANNED	Completed during the month scheduled in the IWP

TECHNICAL EXHIBIT 3a

CIVIL ENGINEERING

MAPS AND WORK AREA LAYOUTS

Maps 3a through 3q reflect the layout of the facilities to be utilized by the Contractor.

<u>MAP NO.</u>	<u>FACILITY</u>
3a	Base Map
3b	Bldg 141
3c	Bldgs 504 & 512
3d	Bldg 717
3e	Bldg 725
3f	Bldg 726
3g	Bldg 731
3h	Bldg 732
3i	Bldg 733
3j	Bldg 734
3k	Bldg 735
3l	Bldg 736
3m	Bldg 737
3n	Bldg 739
3o	Bldg 743
3p	Bldg 741
3q	Bldg 742
3r	Bldg 744
3s	Bldg 752
3t	(Separate page)
3u	Proposed Development (Separate page)
3v	Proposed Fire Training Complex (Separate page)
3w	Reserved
3x	Portable Building Site Location (Separate page)

TECHNICAL EXHIBIT 4a

CIVIL ENGINEERING

REQUIRED REPORTS

The following list of Reports and Programs are maintained within the WIMS Computer and are produced and distributed by the WIMS Administrator as required. The Contractor shall maintain current data within WIMS to ensure accuracy of these reports.

TITLE

Water Report
In-Service Work Plan
Weekly Schedule
Work Order Reports
Recurring Work Plan Report
Generator Report
CEMAS Reports
Self-Inspection Report
Vehicle Reports
Appliance Reports
PMEL Reports
Warranty Guarantee Program
Facility Survey Report
Electrical Distribution Report
Power Outage Report
Pesticide Reports
Labor Reports

TECHNICAL EXHIBIT 5a

CIVIL ENGINEERING

GOVERNMENT FURNISHED ITEMS

TE 5a1	Facilities
TE 5a2	Equipment (EAID Gov Owned)
TE 5a3	Equipment (Leased by Gov)
TE 5a4	Equipment (Non-EAID Gov Owned)
TE 5a5	Material
TE 5a6	Automated Data Processing Equipment (ADPE)

TECHNICAL EXHIBIT 5a1**CIVIL ENGINEERING****GOVERNMENT FURNISHED FACILITIES**

<u>FACILITY NUMBER</u>	<u>SQUARE FEET</u>
141	2,166
504	1,238
512	1,200
717	2,369
725	1,565 (partial use of bldg)
726	332
731	2,562
732	602
733	6,982
734	1,628
735	2,839
736	13,948
737	654
739	3,130
743	108
741	438
742	450
744	450
752	1,843

TECHNICAL EXHIBIT 5a2**CIVIL ENGINEERING****EQUIPMENT (EAID GOVERNMENT OWNED)**

1.1. Equipment other than vehicles is listed on the attached CA/CRL.

1.2. The Government will provide the Contractor the following vehicles (12 are equipped with radios) to accomplish Civil Engineering duties. Maintenance and repair will be provided by the Government.

<u>VEHICLE TYPE</u>	<u>AMOUNT</u>
Towed Roller	1 EA
Compressor, Air	1 EA
Loader, John Deere	1 EA
Welder	1 EA
Sprayer	3 EA
High Reach	1 EA
Fork Lift, 4K	1 EA
Backhoe, John Deere	1 EA
Truck, 1 Ton	2 EA
Truck, 5 Ton	3 EA
Pickup, 1/2 Ton	4 EA
Sweeper, Tymco	1 EA
Grader, John Deere	1 EA
Truck, Maintenance	5 EA
Truck, Water	1 EA
Dresser Loader	1 EA
Trailer, Water	1 EA
Dozer, Fiat	1 EA
IR Roller	1 EA
Tommy Lift	1 EA
Auger	1 EA
Tractor, Case	2 EA
Crane, 15 Ton	1 EA
Lee Boy	1 EA
Ditch Witch	1 EA
Fork Lift, Electric	1 EA
Bobcat	1 EA
Truck, 1 1/2 Ton	1 EA
Tug	1 EA

TECHNICAL EXHIBIT 5a2
CIVIL ENGINEERING
EQUIPMENT (EAID GOVERNMENT OWNED)

(INSERT CA/CRL IN THIS SECTION.)

TECHNICAL EXHIBIT 5a3
CIVIL ENGINEERING
EQUIPMENT (LEASED BY GOVERNMENT)

Copiers are available to the contractor for official use IAW local procedures.

<u>MODEL</u>	<u>LOCATION</u>
MITA, DC-1656	Bldg 504
MITA, DC-3285	Bldg 801

TECHNICAL EXHIBIT 5a4

CIVIL ENGINEERING

EQUIPMENT (NON-EAID GOVERNMENT OWNED)

1. **TOOLS:** Tools to accomplish required tasks will be provided the Contractor by the Government at the start of the contract. This will consist of tool kits for the craftsmen and those tools necessary to operate a Tool Room. An inventory of equipment will be conducted prior to the start of the contract IAW Subsection C-1-3, paragraph 3.1.3.
2. **OFFICE FURNITURE:** Appropriate furniture to accommodate the mission will be provided the Contractor by the Government at the start of the contract. An inventory of all furnished office equipment will be conducted prior to the start of the contract IAW Subsection C-1-3, paragraph 3.1.3.

TECHNICAL EXHIBIT 5a5

CIVIL ENGINEERING

MATERIAL

Those materials required to perform the duties of the SOW will be provided by the Government for Contractor use. Materials are listed on the Civil Engineering Material Acquisition System (CEMAS) listing. A current CEMAS Inventory listing will be provided the Contractor prior to contract start.

TECHNICAL EXHIBIT 5a6**CIVIL ENGINEERING****AUTOMATED DATA PROCESSING EQUIPMENT (ADPE)**

The following ADPE will be furnished for the Contractor's use. All equipment will be returned at the termination of the contract in the amount and condition as at the start of the contract, fair wear and tear considered. A current inventory will be provided at the contract start.

<u>TYPE EQUIPMENT</u>	<u>SERIAL NUMBER</u>	<u>AMOUNT</u>	<u>LOCATION</u>
4 Units to be designated no later than start of contract performance			Bldg 141
1 Printer to be designated no later than start of contract performance			
4 Terminals to be designated no later than start of contract performance			Bldg 504
1 Printer to be designated no later than start of contract performance			
DP-WP WORKSTATION	ZT1430	1 EA	Bldg 725
DP-WP WORKSTATION	55960T	1 EA	Bldg 725
DP-WP WORKSTATION	ZT1411	1 EA	Bldg 725
DP-WP WORKSTATION	56027T	1 EA	Bldg 733
DP-WP WORKSTATION	55984T	1 EA	Bldg 733
DP-WP WORKSTATION	56075T	1 EA	Bldg 734
DP-WP WORKSTATION	55959T	1 EA	Bldg 734
4245-VS COLOR WKST	09985X	1 EA	Bldg 734
4 other units to be designated no later than start of contract performance		Bldg 734	
60CPS DAISY PRINTER	77850V	1 EA	Bldg 734
LASER PRINTER	20363W	1 EA	Bldg 734
DP-WP WORKSTATION	56047T	1 EA	Bldg 735
DP-WP WORKSTATION	56078T	1 EA	Bldg 735
DP-WP WORKSTATION	55962T	1 EA	Bldg 735
DP-WP WORKSTATION	55859T	1 EA	Bldg 736
DP-WP WORKSTATION	55921T	1 EA	Bldg 736
DP-WP WORKSTATION	55803T	1 EA	Bldg 736
DP-WP WORKSTATION	55875T	1 EA	Bldg 736
DP-WP WORKSTATION	55876T	1 EA	Bldg 736
UTS 40 WITH 64K MEM	59453	1 EA	Bldg 736
1 other terminal to be designated no later than start of contract performance			
180CPS MATRIX PRINT	WG9954	1 EA	Bldg 736
180CPS MATRIX PRINT	WG9975	1 EA	Bldg 736
180CPS MATRIX PRINT	WG9950	1 EA	Bldg 736

TECHNICAL EXHIBIT 6a
CIVIL ENGINEERING
WIMS CONTINGENCY PLAN

1. This plan shall be used for long term outages of the Work Information Management System (WIMS) computer. Policy for short term outages can be found in Squadron Operating Instruction (SOI) 11-2, Supply Transaction During Work Information Management System (WIMS) Inaccessibility.

1.2. This plan will be implemented upon notification by the WIMS Administrator when a computer outage of two weeks or more is anticipated. During computer outages within the Civil Engineer organization the alternate processing site is the Base Contracting Office, Building 707. The Contractor shall accomplish the following actions during computer outages:

1.2.1. Data required for input into WIMS shall be maintained manually. The WIMS Administrator will provide a schedule of times for the Contractor to utilize the alternate processing site. The alternate site is available after normal duty hours including Saturday. The Contractor shall designate an individual(s) to perform the required update during these hours.

1.3. CUSTOMER SUPPORT SPECIFIC TASKS:

1.3.1. An AF Form 1879, BCE Job Order Record, shall be used to document/authorize unplanned work orders. The carbon copy shall be given to the appropriate shop for accomplishment; the original copy shall be used by the supervisor to record the craftsman's name and hours used to accomplish the work.

1.3.2. An AF Form 327, BCE Work Order, shall be used to document/authorize planned work orders. Work Order packages shall be prepared and the AF Form 327 used to annotate shops, shop hours, and shop materials. Prepare appropriate forms to document line items of supplies required.

1.3.3. An AF Form 561, BCE Weekly Work Schedule, shall be used to document all planned/unplanned work order, recurring work and scheduled work each week. A copy of the AF Form 561 shall be given to the QAE after approval.

1.3.4. An AF Form 1734, BCE Daily Work Schedule, shall be used to document all daily labor expended by craftsmen. These shall balance out to 8 hours per man/per day and reflect any overtime expended.

1.3.5. Separate logs shall be maintained for planned and unplanned work orders. The logs shall be sequentially numbered beginning with 00001 for planned work orders and A001 for unplanned work orders. This will preserve audit trails for material and labor expended to accomplish work. The AF Form 1081, BCE work Request/Work Order Register, shall be utilized for the logs.

1.3.6. Manual listings to determine items of equipment due periodic maintenance shall be extracted from the maintenance action sheets.

1.3.7. The Civil Engineer Financial Management Office will specify which costs shall be manually computed. Last known shop rates X labor expended, or manual total of material items ordered, shall be kept if specific requirements are identified.

TECHNICAL EXHIBIT 7a**CIVIL ENGINEERING****PERFORMANCE REQUIREMENTS TABLE FOR USE WHEN
SURVEILLANCE IS BY RANDOM SAMPLING**

<u>PERFORMANCE REQUIREMENT (Ac)</u>	<u>SAMPLE SIZE (n)</u>	<u>INDIFFERENCE QUALITY LEVEL</u>
0	67	1%
1	33*	5%
2	27*	10%
3	25*	15%

NOTE: Indifference quality level indexed sampling plan developed from mathematically derived statistical formula $Ac = (IQL \times n) - 0.67$.

*rounded

TECHNICAL EXHIBIT 8a

CIVIL ENGINEERING

WORK PRIORITY DETERMINATION

8.1. Work Orders (AF Form 327 or WIMS equivalent). The method to accomplish work that requires detailed planning, materials and typically involves more than one work center. The priority system for such work includes:

8.1.1. Priority I - Mission: Work in direct support of the overall base or tenant unit mission that if not done would reduce operational effectiveness. Example: Re-working an area to accept new electronic equipment, alarms, and shielding that is required before a mission essential training class can begin.

8.1.2. Priority II - Safeguard Life and Property: Work needed to give adequate security to areas subject to compromise; to eliminate health, fire, or safety hazards; or to protect valuable property or equipment. Also includes energy conservation work. Work needed to give adequate security to areas subject to compromise; to eliminate health, fire, or safety hazards; or to protect valuable property or equipment. Also, includes energy conservation work.

8.1.3. Priority III - Support: Work which supports the mission or prevents a breakdown of essential operating or housekeeping functions. May be work for other organizations that if not done would prevent them from accomplishing the mission, such as photolab, graphics, security, etc., or would prevent the breakdown of a mission essential operation or housekeeping function.

8.1.4. Priority IV - Necessary: Not qualifying for higher priority. Example: Prepare a building for change of occupancy.

8.2. Some examples of each follow, but this list should not be considered all inclusive:

8.2.1. SERVICE CALLS:

8.2.1.1. EMERGENCY

8.2.1.1.1. Any electrical call that creates a fire or safety hazard.

8.2.1.1.2. Gas leaks.

8.2.1.1.3. Broken water main.

8.2.1.1.4. Security alarm system inoperative.

8.2.1.1.5. Door unable to be secured.

8.2.1.1.6. Backed up sewer system or piping.

8.2.1.1.7. Air Conditioning in computer mainframe down.

8.2.1.1.8. Roof leak and water coming into equipment room.

8.2.1.1.9. Air conditioning out and outside temperature is over 90 degrees.

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8.2.1.2. URGENT

- 8.2.1.2.1. Toilet backup (where another toilet is available).
- 8.2.1.2.2. Window pane cracked and about to fall out, but has not shattered.
- 8.2.1.2.3. Overhead light out, and it is one of two fixtures in the room.
- 8.2.1.2.4. Dishwasher out at Dining Hall.
- 8.2.1.2.5. Potholes in roadways of main traffic lanes.
- 8.2.1.2.6. Wasp or hornets nests in public areas.
- 8.2.1.2.7. Outside hose bibs leaking.

8.2.1.3. ROUTINE

- 8.2.1.3.1. Changing out of plumbing fixtures that are still operational but should be changed or other reasons.
- 8.2.1.3.2. Structural calls such as holes in walls, floor or wall tile repair, etc. (if the damage compromises security, upgrade to urgent).
- 8.2.1.3.3. Sprinkler heads inoperative for ground watering systems.
- 8.2.1.3.4. Painting.
- 8.2.1.3.5. Sign work (except for correction of immediate hazard area which should be classified urgent).
- 8.2.1.3.6. Door sticks and needs repair.

TECHNICAL EXHIBIT 9a
CIVIL ENGINEERING
RECURRING WORK PLAN

The most current RWP will be provided to the Contractor upon contract start.

TECHNICAL EXHIBIT 10a

CIVIL ENGINEERING

TRANSITION PLAN

1. The Contractor shall assume all functions of this contract within 60 days of contract implementation. Approximately 80% of the contract will be assumed upon contract implementation. 90% will be assumed within 30 days and the remaining 10% during the final 30 days of changeover. The Contractor shall provide the full proposed manning at the date of implementation. The Contractor employees will work with the incumbent workforce until the Contractor is capable of assuming full responsibility. It is the Government's intention to withdraw its work force as the Contractor demonstrates the capability of assuming full responsibility in each functional area. Upon withdrawal of the government work force the Government will make its advisors available to the Contractor. During the period prior to the Contractor's full assumption of responsibility where both Government and Contractor employees are assigned to a function, the government retains responsibility of the work performed, but will not act in a supervisory capacity over contract employees. The Contractor shall jointly work with and assume responsibility from the existing work force to ensure continuity of operations. The senior member remaining with the transition work force will work closely with the contractor to identify and explain any unique aspects of the civil engineer mission. In addition the senior member will supervise the remainder of the Government workforce for the remainder of the transition period.

2. Civil Engineer functions to be assumed by the Contractor:

- a. Operations Flight
- b. Heavy Repair
- c. Pavements and Equipment
- d. Entomology
- e. Materiel Acquisition
- f. Self-Help
- g. Utilities
- h. Electrical Systems
- i. Facility Maintenance
- j. Grounds Maintenance

3. Personnel to aid during the 60-day transition:

- 2 personnel in Material Control
- 1 personnel in Self-Help
- 2 personnel in Planning
- 4 personnel in Heavy Repair (Planned Work)
- 4 personnel in Workforce Control

TECHNICAL EXHIBITS

FOR

SERVICES

TECHNICAL EXHIBIT 1b

SERVICES

SUMMARY OF CONTRACT STANDARDS

1. SUMMARY OF CONTRACT STANDARDS: The Summary of Contract Standards charts at the end of this exhibit:

1.1. List those SOW requirements (Column 1) which are used to evaluate the Contractor's performance. The absence from this Summary of Contract Standards of any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the Government under any other provision of the contract, including the clauses entitled "Inspection of Services" and "Default".

1.2. Summarize the Statement of Work (SOW) standard of performance for each listed service (Column 2). The Contractor is responsible for performing a listed service in accordance with all standards of performance for that service set forth in the SOW, even if one or more standards of performance for a listed service are omitted from the Summary of Contract Standards.

1.3. In the presence or absence of any other standard of compliance, the Contractor shall perform all work in accordance with the best commercial standards for the commercial travel industry.

1.4. Set forth the maximum allowable deviation from the standard for each listed service, (Column 3), that may occur before the Government will invoke the Quality Assurance procedures.

1.5. Set forth the primary surveillance methods the Government will use to evaluate the Contractor's performance in meeting contract requirements (Column 4).

2. GOVERNMENT QUALITY ASSURANCE: Contractor performance will be compared to the contract standards using the Quality Assurance Surveillance Plan (QASP).

2.1. The Government may use a variety of surveillance methods to evaluate the Contractor's performance. The methods of surveillance that may be used are:

2.1.1. Random Sampling.

2.1.2. Periodic surveillance of output items (daily, weekly, monthly, quarterly, semiannually, or annually) as determined necessary to assure a sufficient evaluation of Contractor performance.

2.1.3. Management Information System reports results.

2.1.4. Customer Complaints.

3. EVALUATING PERFORMANCE. When the number of defects found by the QAE during contract surveillance exceeds the maximum allowable degree of deviation from the standard, (column 3), a Contract Discrepancy Report (CDR) shall be completed. The Contractor shall explain, in writing, why performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. The Contracting Officer will evaluate the Contractor's explanation and determine if appropriate action is necessary, to include termination of the contract for default.

REQUIREMENTS SUMMARY

<u>REQUIRED SERVICE</u>	<u>STANDARD</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>METHOD OF SURVEILLANCE</u>
RS-1. Contract Manager or Alternate available during normal duty hours & after hours. C-1.2.1.1.	Manager or Alternate will be available within 30 minutes during normal duty hours	1 Defect Lot size is the number of shifts per month.	Random Sampling
RS-2. Prepare and implement employee training plan. C-1.2.4.2 & C-5.5.	Document employee training on proper preparation and use of cleaning materials.	2 Defects Lot is the number of custodial employees.	Periodic Inspection
RS-3. Maintain a Quality Control Program. C-1.3.5.	Maintain a quality control program that assures all services and supplies conform to contract requirements.	2 Defects Lot is the number of problems identified during the month.	Periodic Inspection
RS-4. Encourage customer comments and participate in surveys and inquiries. C-1.4.2, C-5.2.2.2., C-5.6.4. & C-5.8.11.3.	Maintain 90 percent customer satisfaction rate.	0 Defects Lot is the number of customer evaluation forms received during the month.	Periodic Inspection
RS-5. Provide adequate vehicles. C-4.1.2.	Vehicles will be clean and provide adequate protection for the items being transported.	2 Defects Lot is the number of days per month times the number of vehicles.	Periodic Inspection
RS-6. Develop, review, implement, and maintain operational plans, C-5.1.1, C-5.1.2, & C-5.8.11.3.	All plans will be reviewed, implemented, and maintained as outlined in this SOW.	1 Defect Lot is the number of plans maintained.	Periodic Inspection (Quarterly)
RS-7. Complete and submit reports. C-5.1.3., C-5.2.1.5, C-5.2.2.6, C-5.2.2.8, C-5.2.2.10, C-5.6.3, & C-5.8.11.1.	All reports and related documentation will be accomplished IAW TE-4b.	1 Defect Lot is number of reports due during the month.	Periodic Inspection (Monthly)
RS-8. Reconcile/ Accomplish accounts	Accomplish financial management and safeguard the	3 Defects Lot is the number of	Periodic Inspection

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receivable, cash accounts, bank deposits, and petty cash transactions. C-5.1.4, C-5.2.22, C-5.8.6 & C-5.8.11.3.	Lodging fund as outlined in this SOW.	financial reports required during the month.	
RS-9. Assign and terminate quarters. C-5.2.1.1.	Assign and terminate transient quarters and collect applicable charges as outlined in this SOW and applicable AF Regulations.	2 Defects Lot is the number of monthly guest folios.	Management Information System
RS-10. Maintain a reservation system. C-5.2.1.2.	Maintain a reservation system as outlined in this SOW and applicable AF Regulations.	2 Defects Lot is the number of monthly guest reservations received.	Management Information System
RS-11. Assign and terminate contract quarters. C-5.2.1.3.	Ensure contract quarters are not used until all appropriate on-base quarters have been used. Perform and document semi-annual site visit inspections.	2 Defects Lot is the number of contract quarter bedspaces assigned.	Periodic Inspection
RS-12. Conduct and document room inspections. C-5.2.3.2, C-5.2.3.8, & C-5.2.16.	Perform and document daily room inspections, as well as any other required room inspections.	3 Defects Lot is the number of rooms maintained.	Random Sampling
RS-13. Initiate service calls for maintenance. C-5.2.3.2., C-5.2.3.8, C-5.2.11, C-5.8.11.3.1, & C-5.8.11.3.2.	Service calls, AF Form 332 will be initiated upon notification of work required. All work orders will be tracked in a log and followed up until completed.	0 Defects Lot is the number of work orders maintained during the month.	Periodic Inspection (Monthly)
RS-14. Conduct and document inventories. C-5.2.3.3., C-5.8.3.12, & C-5.8.3.13.	Complete inventories of fixed NAF and APF assets and saleable merchandise and supplies. Ensure assets are distributed IAW TA 414.	2 Defects Lot is the number of inventories.	Periodic Inspection
RS-15. Facilities upkeep. C-5.2.3.7., C-4.4.1., & C-5.8.8.	Ensure all public areas, offices, and other contractor allocated areas are clean, in good repair and furnished in compliance with appropriate TAs & TE-6.	3 Defects Lot is the number of areas maintained times the number of days in the month.	Random Sampling
RS-16. Collect Long distance fees. C-5.2.8.	Collect payment for long distance charges.	0 Defects Lot is the number of long distance calls billed.	Management Information

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RS-17. Stock, maintain, and inventory sundries and amenities. C-5.2.9 & C-5.4.3.	Sundries and amenities will be replenished daily. These items will also be available over the counter. Charges for sundries will be computed daily and payment collected prior to guest checkout.	3 Defects Lot is the number of stocked locations maintained times the number of days in the month.	Random Sampling
RS-18. Perform linen inventory. C-5.8.7.	Inventory linen stocks, prepare and submit appropriate documentation NLT the 3rd work day of the following month IAW AFI 34-901.	0 Defects Lot is the number of inventories conducted.	Periodic Inspection
RS-19. Provide housekeeping and janitorial service. C-5.2.21, C-5.3, & C-5.5.	Provide housekeeping and janitorial services to the standards and frequencies listed in TE-2b and TE-6b.	3 Defects Lot is the number of rooms maintained.	Random Sampling
RS-20. Perform grounds maintenance and empty exterior trash/ash cans. C-5.4.2. and C-5.8.9.	Exterior trash and ash cans will be emptied within the first two hours of each day to the nearest trash disposal area. Sidewalks, steps, breezeways and patios will be cleaned and spot cleaned within the first two hours of the day IAW TE-2b.	3 Defects Lot is the number of facilities times the number of days in the month.	Random Sampling
RS-21. Maintain fire extinguishers. C-5.5.23.	Ensure all fire extinguishers are charged and in good usable conditions. Inspection tags must be initialed each month by the building manager.	1 Defect Lot is number of fire extinguishers.	Random Sampling
RS-22. Receive, Issue, and inspect linen. C-5.8.3.	Make direct exchange of clean linen items for soiled items with authorized customers. Segregate unserviceable items before they are sent to be laundered. Maintain a log of exchanges by type, quantity and organizations.	3 Defects Lot is the number of monthly exchanges.	Random Sampling

SUBSECTION C-1

RS-23. Maintain Accountability of linen stock. C-5.8.3.9, C-5.8.3.12. and C-5.8.3.13.	Maintain accountability of linen 3 Defects items IAW AFI 34-901. Submit Lot is number of linens monthly linen status reports to maintained the previous the FAC as outlined in this month. SOW.	Random Sampling
RS-24. Warehousing of Linen C-5.8.10.	Ensure linen assets receive 3 Defects proper protection from damage Lot is number of caused by dirt, soiling, fabric, facilities. pests, rodents, or other environmental factors. Assets in storage will be segregated and covered at all times.	Periodic Inspection

TECHNICAL EXHIBIT 2b

SERVICES

WORKLOAD ESTIMATES

2.1. SERVICES MANAGEMENT.

2.1.1. Number of CA/CRL maintained: 5 Appropriated Fund and 1 NAF

2.2. LODGING

2.2.1. Average monthly number of personnel residing in the VOQ: 92

2.2.2. Average monthly number of personnel residing in the VAQ: 946

2.2.3. Reserved.

2.2.4. Average monthly number of families residing in the TLF: 25

2.2.5. Average daily number of personnel processed by lodging: 54

2.2.6. Average daily number of lodging reservations: 21

2.2.7. Number of transient rooms: 917

2.3. LINEN EXCHANGE

2.3.1. Number of pieces processed each month: 120,000

2.3.2. Number of linen exchanges daily: 23

2.4. HOUSEKEEPING SERVICES

TASK	FREQUENCY
Make occupied beds	D (0830 - 1600 Mon thru Fri 0900- 1700 Sat, Sun and Holidays)
Change bed linen (staggered days)	W (and upon checkout)
Replenish amenities and resale items in rooms	D
Sweep and mop floors	D
Wax and polish floors	M
Clean windows (interior)	M
Clean windows (exterior)	M

SUBSECTION C-1

Clean and dust furniture	D
Sweep and mop bathrooms/latrines	D
Clean and scour bathrooms/latrines	D
Clean ashtrays	D
Clean stoves and ovens	AR - Each change of occupant and as needed for long term occupancy.
Clean and defrost refrigerators	AR - Each change of occupant and as needed for long term occupancy.
Vacuum carpets	D
Shampoo carpets	Q
Empty trash containers	D
Replace burned out light bulbs	D
Clean draperies	A
Clean artificial plants	D
Water live plants	W
Pick-up litter outside facilities	D - NLT 0900

NOTE: A=Annual Q=Quarterly M=Monthly W=Weekly D=Daily AR=As Required

TECHNICAL EXHIBIT 3b

SERVICES

MAPS AND WORK AREA LAYOUTS

3a	Base Map
3b-2	Floor Plan, Bldg 201 (Separate page)
3b-3	Floor Plan, Bldg 239 (Separate page)
3b-4	Floor Plan, Bldg 240, 2 pages (Separate page)
3b-5	Floor Plan, Bldg 250 & 255 (Separate page)
3b-6	Floor Plan, Bldg 700, 701, 702, 709 & 711 (Separate page)
3b-7	Floor Plan, Bldg 910
3b-8	Floor Plan, Bldg 920, 922 & 924 (Separate page)
3b-9	Floor Plan, Bldg 3307 & 3311 (Separate page)

TECHNICAL EXHIBIT 4b**SERVICES****REQUIRED REPORTS**

<u>REPORT NAME</u>	<u>FREQUENCY</u>
Unaccompanied Personnel & Housing Inventory & Utilization Data (DD Form 2085)	Quarterly
Unaccompanied Housing Utilization Report (AETC Form 515)	Quarterly
Quality Indicator Comparison	Monthly
Records Transmittal and Receipt	Annual
Quarters Improvement Plan	Annual
Request for Change to AFI 34-602	As Required
Linen Inventory, AF Form 905	Semi-Annual
Invoice of Rooms Cleaned	Monthly
Appropriated Funds Budget	Annual
Capital Requirements Budget	Annual
Command Lodging Requirement Budget	Quarterly
Quality Control Plan	As Required
NAF Budget	Annual

TECHNICAL EXHIBIT 5b

SERVICES

GOVERNMENT FURNISHED ITEMS

5b1	Facilities
5b2	Equipment (EAID Gov Owned)
5b3	Equipment (Leased by Gov)
5b4	Equipment (Non-EAID Gov Owned)
5b5	Material
5b6	Automated Data Processing Equipment (ADPE)

TECHNICAL EXHIBIT 5b1**SERVICES****FACILITIES**

<u>BUILDING NUMBER</u>	<u>USE/DESCRIPTION</u>	<u>SQUARE FEET</u>	<u>NUMBER OF BED SPACES</u>	<u>KEYS</u>
201	Lodging Warehouse	3,450		
201	Linen Exchange	3,450		
239	Visiting Airmen Quarters	20,486	120 (60)	5
240	Visiting Airmen Quarters	20,486	120 (60)	5
250	Visiting Airmen Quarters	23,477	140 (70)	5
255	Visiting Airmen Quarters	20,705	156 (78)	5
702	Visiting Officers Quarters	15,738	29 (58)	5
711	Visiting Officers Quarters	34,600	87 (174)	5
910	Temporary Lodging Facility	13,816	19 (38)	5
920	Temporary Lodging Facility	1,625	2	5
922	Temporary Lodging Facility	1,625	4	5
924	Temporary Lodging Facility	2,525	6	5
3307	Visiting Airmen Quarters	43,746	86 (86) 96 (48)	5
3311	Visiting Airmen Quarters	63,222	28 (28) 384 (192)	5

NOTE: The number in parenthesis after bed spaces is the number of rooms associated with the beds; where a double listing is reflected for beds and rooms the top line is single rooms, while the bottom line is double rooms. Most VAQ rooms have two beds, VOQs have 1 bed with two rooms and a kitchenette, and the TLFs are small apartments containing a bedroom, livingroom/dining room combination, small kitchen and bath, except in Bldg 910 which has two full bathrooms.

TECHNICAL EXHIBIT 5b2
SERVICES
EQUIPMENT (EAID Government OWNED)

See attached listings. Current CA/CRLs will be furnished at contract start.

TECHNICAL EXHIBIT 5b3

SERVICES

EQUIPMENT (LEASED BY Government)

EQUIPMENT	MAKE/MODEL	LOCATION
MITA Copier	Model CD-1615	Bldg 3303, room 3130

TECHNICAL EXHIBIT 5b4**SERVICES****EQUIPMENT (NON-EAID Government OWNED)**

The Government will furnish to the Contractor the following Non-EAID Government Owned equipment.

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>QUANTITY</u>	<u>LOCATION</u>
Desk	Execuline/86305	3 EA	Bldg 3305
Desk, Pedestal	Execuline/8621	5 EA	Bldg 3305
Desk, 90 Connector	Execuline/8590P	2 EA	Bldg 3305
Drawer, Mobile Pedes	Execuline/853STORE	2 EA	Bldg 3305
Desk, 7110-00-149-1630	Honn	3 EA	Bldg 3305
Filing Cabinet			
5 Drawer	7110-00-497-2012	1 EA	Bldg 3305
2 Drawer	7110-00-985-5887	1 EA	Bldg 3305
2 Drawer	7110-00-985-5887	3 EA	Bldg 201
Chair			
Chair			
Chair			

TECHNICAL EXHIBIT 5b5**SERVICES****MATERIAL**

All materials necessary to the performance of work by the Contractor are supplied by the Government through normal supply channels subject to the availability of Operations & Maintenance funds. Operation & Maintenance funds will be used to the maximum extent possible prior to any expenditure of Non-appropriated Funds.

The Government will furnish to the Contractor the following materials to operate Linen Exchange. At the end of the contract, the Contractor will return to the Government a like quantity and quality of linens.

<u>DESCRIPTION</u>	<u>QUANTITY</u>
Sheet, Cotton	6,842
Sheet, Cotton, Brown	2,751
Case, Pillow	6,842
Case, Pillow, Brown	723
Towel, Bath	17,000
Towel, Hand	4,500
Wash Cloth	10,149
Towel, Bath Mat	10,000
Pad, Mattress	1,000
Bedspread, Woven	700
Bedspread	1,300
Pillow	1,000
Blanket, Thermal	750
Blanket, Wool	600

TECHNICAL EXHIBIT 5b6**SERVICES****AUTOMATED DATA PROCESSING EQUIPMENT (ADPE)**

The government will furnish the contractor the following ADPE to accomplish those duties specified in this SOW. All equipment will be returned to the government at the completion of this contract.

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>LOCATION BLDG/ROOM</u>	<u>SERIAL NUMBER</u>	<u>AMOUNT</u>
4210EPA	VS DP/WP/GPH WORKSTATION	3311 1181	Z57612	1
			Z57611	1
			Z57610	1
			Z57609	1
			Z57608	1
4230B	MONOCHROME WORKSTATION	3311 1181	2132XX	1
		3305 4102	2133XX	1
		3305 4103	2129XX	1
		3305 4103	2120XX	1
		3311 1177	2131XX	1
		3311 1180	68848W	1
		3311 1180	2139XX	1
		STRG LCKR		1
4245EPR	VSR REMFD 64K COLOR DP/WP	3311	TR9148	1
		3311	HZ1318	1
5575	HI-SPEED BAND PRINTER	3311 1177	VO8866	1
5578	MATRIX PRINTER	3311 1177	93593Y	1
		3311 1177	93712Y	1
DW/OS-60	DAISY WHEEL PRINTER	3305 3125	Z70345	1

TECHNICAL EXHIBIT 6b

SERVICES

QUALITY STANDARDS

6. The following standards for housekeeping services apply to those associated tasks in Section C-1-5b and Technical Exhibit 2b, Housekeeping Services Tasks and Frequency Chart.

6.1. Floor Cleaning.

6.1.1. General. After performing floor cleaning, floors shall be left in the condition stipulated in the following paragraphs for the type of maintenance performed. Cleaning shall be performed in all areas including corners, behind doors, and under furniture and equipment. Cleaning shall be done in such a manner that no dust is raised. Furniture and equipment is moved as necessary during the cleaning process, and is replaced at the completion of cleaning. Chairs shall not be placed on tables at any time. All debris remaining after cleaning is removed to receptacles provided for this purpose. Floor mats and runners are considered as part of the floor and shall be beat to remove dirt at the same frequency as sweeping, and washed, if appropriate, at the same frequency as washing floors. All cleaning debris is removed to receptacles provided for this purpose.

6.1.2. Spot Floor Cleaning. Spot cleaning is hand removing, sweeping, damp mopping, or vacuuming small areas as necessary to remove food or beverage spills or debris such as cigarette butts, straws, napkins, water, sand, dirt, or stains caused by open doors or heavy traffic. A properly spot cleaned floor is free of debris and visible dirt, dust, grit, lint, sand, dirt, or stains near open doors or heavy traffic areas.

6.2. Sweeping. May be accomplished using brushes, brooms, treated dust mops or electrically powered vacuum cleaners. Sweeping compound may be used sparingly. Sweeping includes the prior removal of dried matter using a putty knife or other appropriate scraper. A properly swept floor is free of debris and visible dirt, dust, grit, lint, and residue.

6.3. Vacuuming. Vacuuming of carpets is done using a mechanical beater or powered brush type carpet vacuum machine. Vacuuming includes the removal of gum and spots by approved dry cleaning or dry suds method. A properly vacuumed floor is free of all visible litter and soil.

6.4. Damp Mopping. Damp mopping is performed to disinfect the floor in areas where wet mopping is not desirable (e.g., on other than carpeted floors and on all wooden floors). Done after sweeping, damp mopping is accomplished using cotton yarn or sponge mops which have been frequently immersed in an approved detergent or disinfectant solution and wrung out until damp. A properly damp mopped floor is free of dirt, dust, food residue, marks, film, streaks, debris, and standing water.

6.5. Wet Mopping. Wet mopping follows sweeping and is the cleaning of other than carpeted or wood floors using cotton or sponge yarn mops. Mops are frequently immersed in warm water and an approved detergent or disinfectant solution to remove soil. Floors are then rinsed by damp mopping to remove wet mopping residue, standing water, and dingy, streaked or cloudy areas. Care is given to avoiding splashes on equipment, furniture, walls, trim, doors, and adjacent carpets. A properly wet mopped floor is free of dirt, dust, food residue, film, marks, streaks, debris, and standing water.

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6.6. Washing. Washing is substituted for or is additional to wet mopping on concrete floors (usually on platforms, outside storage areas, and around entrances and exits). A water hose with sufficient pressure may be used to remove all residue of mopping or soaking. This is followed by a thorough scrubbing using a stiff bristled broom, deck brush, or scrubber machine. A properly washed concrete surface is free of dirt, dust, debris, stains, except for petroleum stains, and residue of mopping or soaking solutions.

6.7. Floor Maintenance. Floor maintenance includes buffing, stripping and applying floor finishes. Stripping on other than wood floors is the removal of floor wax down to the flooring material using commercial wax strippers for floor finish film removers. The stripping agent is agitated as necessary with brushes or steel wool. Stripping includes an immediately following rinse with plain water and mopping to remove all solution dirt, film, and standing water. Stripping on wood floors is done using an agent specifically designed for the purpose. A properly stripped floor is left clean as defined and free of all wax, including corners and embedded dirt. Waxing is done on other than concrete, ceramic or terrazzo floors. Waxing consists of uniformly applying wax with cotton or sponge mops or with commercial equipment designed for the purpose. Waxing is followed by buffing. A properly waxed floor is one which contains uniform coats of wax applied as specified in the manufacturer's instructions. Buffing follows sweeping, damp or wet mopping, or waxing. Buffing is accomplished with electrically driven brushes or appropriate synthetic floor maintenance pads. A properly buffed floor is free from dirt, dust, grease, food residue, grit, and debris and shows a uniform appearance. Buffing after waxing results in a uniformly lustered floor without streaks, swirls, or smudges.

6.8. Ash and Trash Removal and Cleaning. Ash containers are smoking urns, butt cans, and other cigarette or smoking disposal containers. Trash containers are those routinely used to dispose of office trash, small papers, etc. Ash/trash containers shall be emptied and the exterior damp wiped with a sponge or cloth dipped in a detergent solution. Wiped containers shall be free of visible dust, dirt, ashes, film, smudges, streaks or waste residue. Ash containers shall be emptied at designated ash pickup stations to prevent potential fires from occurring. Containers filled with sand or similar substance will not have to be emptied as long as all debris can be otherwise removed. Container lids are considered part of the container.

6.9. Spot Cleaning. Spot cleaning is the cleaning within any of the cleaning categories using the appropriate method. Spot cleaning is performed on an as required basis whenever occasioned by unusual or inadvertent events such as spills, animal entry, blowing sand or dust, pipe burst or clogging, boil overs, breakage, equipment repairs, or unusual traffic. Properly accomplished spot cleaning causes the area cleaned to achieve the same standards as during scheduled service.

6.10. Dusting:

6.10.1. General. Dusting on other than floors is accomplished using treated hand dusters or mitts and dusting tools for hard-to-reach areas. Dusting includes the removal of dust, soil or grease with a treated damp cloth. A properly dusted surface is free of all dirt, dust, lint, streaks, cobwebs and soil spots.

6.10.2. Low Dusting. Low dusting is the removal of dirt, dust, and other matter from walls, structure, components, fixtures and decorations up to a height of seven feet above the floor.

6.10.3. High Dusting. High dusting is the removal of dirt, dust and other matter from ceilings, walls, structural components, equipment and fixtures above seven feet in height. Venetian blinds, where installed, are included in this task.

6.11. Damp Wiping.

6.11.1. Non-Food Contact Surfaces. Damp wiping of furniture, decorations, and non-food contact surfaces of equipment is accomplished using a clean cloth dipped into disinfectant solution or dampened by a spray bottle. A

SUBSECTION C-1

properly damp wiped surface is free of dirt, food particles, dust, grease or other matter, and of streaks, spots or water residue.

6.11.2. Food Contact Surfaces. Clean and sanitize these surfaces to remove food particles, other soil, grease, and cleaning residue after occupant checks out, or whenever there is an interruption in the occupancy.

6.11.3. Lavatories. The cleaning of urinals, commodes, wash basins, sinks, walls, doors, partitions and all other areas of the lavatories is done using cloths, sponges, mops, brushes, other cleaning equipment and utensils and disinfectant solutions that are used for no other purpose. A properly cleaned lavatory is left clean as defined, including those areas under fixture edges, lips and on all exposed surfaces. Fixtures will present a bright appearance.

6.12. Metal and Wood Polishing. Polishing follows damp wiping and is accomplished with a soft cloth using an appropriate polish which does not contain abrasives. Polishing is done on metal equipment and fixtures, on wood furniture and on metal or wood decorations. Food contact surfaces are wiped clean without the use of polish. A properly polished surface is free of tarnish and polish residue, left clean as defined, and presents a uniformly bright appearance.

6.13. Wall and Door Cleaning. Wall cleaning includes walls, wainscotings, posts, partitions, decorations, radiators, baseboards, trim, and wall mounted fixtures. Cleaning is accomplished using a damp sponge or cloth soaked in disinfectant detergent solution. Particular care is given to removing hand smudges and grease. Lavatories are scrubbed at least weekly, but as often on all ceramic or vitreous surfaces. Properly cleaned hard gloss wainscots or glazed tile surfaces shall be bright and free of dirt, mold, strains, streaks, lint, and splashes. Door cleaning includes doors, trim, doorjamb, hardware and door mounted fixtures or decorations. Cleaning is accomplished using a damp sponge or cloth soaked in disinfectant detergent solution. Particular care is given to removing hand smudges and grease and to removing splashes on areas near the floor and where people handle the door to open and close it. Doors in high moisture areas such as lavatories are scrubbed as necessary to ensure mold is not present. Chlorine based compounds are used on all ceramic or vitreous surfaces. Properly cleaned doors are left clean as defined. Hard gloss areas or glazed tile surfaces are also left bright (no stains or dingy appearance remains).

6.14. Glass Cleaning. Glass cleaning is done on other than exterior windows (glass partitions, glass in interior doors, display cases, directory boards, mirrors, etc.). It is accomplished using a damp cloth or sponge dipped in a free rinsing detergent followed by polishing with Contractor furnished dry cloths or paper towels. Adjacent rim shall be wiped clean using damp wiping procedures. A properly cleaned glass surface is without dust, dirt, grease or other matter, spots, streaks or residue.

6.15. Window Cleaning (Exterior). Windows to be cleaned are those which are an integral part of the outer surfaces of the building. After windows have been cleaned, all traces of film, dirt, smudges, water spots and other foreign matter shall be removed from frames, casings, sills, and glass. Screens shall also be free of dirt, dust, and foreign matter.

6.16. Light Fixture Cleaning. Light fixture cleaning includes removal of covers and damp wiping on the inside and outside. Fluorescent fixtures, including tubes and diffusers will be lightly dusted and wiped to remove dust and stains. A properly cleaned light fixture is free of bugs, dirt, dust, grease, and other matter and of stains, spots, and residue.

6.17. Duct, Louver, and Vent Cleaning. Ducts, louvers, conduits/pipes and vents are vacuumed to remove all visible dust, dirt and other foreign matter and the surface is damp wiped to remove spots and streaks. Cleaning the interiors of ducts or conduits is not included.

SUBSECTION C-1

6.18. Carpet Shampooing. Carpet shampooing is the process of applying a synthetic soil-retardant shampooing agent or sanitizing solution to the carpet fiber. The purpose is to engulf the fiber with the agent and to aid removal of soils by vacuuming. A properly shampooed floor is one which has been uniformly treated as specified for the shampooing agent used.

TECHNICAL EXHIBIT 7b**SERVICES****PERFORMANCE REQUIREMENTS TABLE FOR USE WHEN
SURVEILLANCE IS BY RANDOM SAMPLING**

<u>PERFORMANCE REQUIREMENT (Ac)</u>	<u>SAMPLE SIZE (n)</u>	<u>INDIFFERENCE QUALITY LEVEL</u>
0	67	1%
1	33*	5%
2	27*	10%
3	25*	15%

NOTE: Indifference quality level indexed sampling plan developed from mathematically derived statistical formula $Ac = (IQL \times n) - 0.67$.

*rounded

TECHNICAL EXHIBIT 8b

SERVICES

TRANSITION PLAN

1. CHANGEOVER SCHEDULE

a. The Contractor shall accomplish an incremental assumption of all Lodging functions within 60 days of contract implementation. The Contractor shall provide full proposed manning in each function to observe, interface, and work with the incumbent work force by the 60th day of operation. The Contractor's personnel mobilization and training shall take place prior to assuming responsibility for each function. Based on the Contractor's proposed plan, assumption of responsibilities shall take place NLT 60 days after contract start. During this 60 day period the Contractor employees shall work with the incumbent work force until the Contractor is capable of assuming full responsibility, as determined by the Government and IAW the Contractor's proposed plan. It is the Government's intention to withdraw its work force as the Contractor demonstrates capabilities of assuming full responsibility in each functional area. Upon withdrawal of the Government work force, the Government will make its advisors available to the Contractor IAW Section H, Paragraph 12 of the contract. During the period prior to Contractor full assumption of responsibility where both Government and Contractor employees are assigned to a Lodging function the Government retains responsibility for the Lodging function performed but will not act in a supervisory capacity over contract employees.

b. The Contractor, at its discretion, shall select the functions to convert each successive two (2) week period reference above and shall provide the anticipated date of full and complete assumption of each selected function. This changeover/incremental assumption data and schedule shall be included in the Contractor's mobilization/changeover plan IAW Section M.

c. In the Lodging staff functions, Contractor personnel shall gradually assume responsibility. The Contractor shall jointly work with and assume responsibility from the existing work force to ensure continuity of operation IAW paragraphs 1a and 1b above.

d. In the organizational Lodging functions (e.g., Linen Exchange, Housekeeping), when the contractor begins performing work in an individual element to fulfill the requirements of para 1b of this technical exhibit, the Contractor shall provide sufficient and qualified personnel to accomplish all the responsibilities of that element without the aid of the incumbent work force as of the specified full assumption date. In all other organizational Lodging functions, contractor shall observe, interface, and work with the existing work force prior to the full assumption date IAW paragraphs 1a and 1b above.

2. The contractor shall incrementally assume full responsibility for these functions by fully assuming one function during each successive two (2) week period. The first function shall be fully assumed within 15 days of contract start.

a. Lodging Staff functions:

(1) Resources/Equipment

(2) Housekeeping

(3) Administration

b. Customer Service Section

SUBSECTION C-1

(1) Reservations

(2) Front Desk

c. Custodial/Janitorial

(1) Warehouse

(2) Maintenance

**PERFORMANCE WORK STATEMENT
FOR
GROUNDS MAINTENANCE**

APPENDIX B

PERFORMANCE WORK STATEMENT

FOR

LAUNDRY DRY CLEANING SERVICE